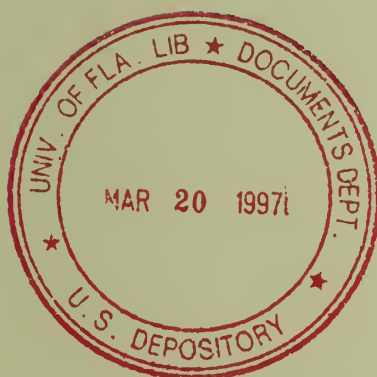



Department of Defense
Office of the Secretary of Defense
Washington, DC 20301



SMALL BUSINESS SPECIALISTS

To assist Small Business,
Small Disadvantaged Business,
Women-Owned Small Business



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FOREWORD

One of the primary objectives of the Department of Defense (DoD) is to acquire weapons and material which fully meet qualitative, quantitative, and delivery requirements--at the lowest overall cost. To achieve this objective, maximum emphasis is placed on full and open competition, with equal opportunity to all interested qualified suppliers to compete for defense contracts.

The Military Services and Defense Agencies have contracting offices located throughout the United States. Each service and agency has an Office of the Director of Small and Disadvantaged Business Utilization. They also have small business specialists at each of their procurement and contract management offices to assist small businesses, small disadvantaged businesses, and women-owned small businesses firms in marketing their products and services with the DoD. These specialists provide information and guidance on (1) defense procurement procedures, (2) how to be placed on the solicitation mailing lists, and (3) how to identify prime contract and subcontract opportunities.

The location of Army, Navy, Air Force, Defense Logistics Agency, and other DOD procurement and contract management offices, together with the names of the Small Business Specialists, are listed in this publication by state and city, alphabetically.

Some of the procurement offices listed in this pamphlet purchase only supplies and services required to meet local needs. Others have the broader assignment of central procurement responsibility for particular commodity requirements of one or more of the military departments.

BASIC PROGRAMS FOR SMALL BUSINESS, SMALL DISADVANTAGED BUSINESS, WOMEN-OWNED SMALL BUSINESS

In the conduct of national and defense policies for small business, small disadvantaged business, and women-owned small business, the DOD has developed programs utilized by the Army, Navy, Air Force, Defense Logistics Agency, and other agencies, as follows:

1. Source Identification

Source identification is concerned with generating new small business, small disadvantaged business, women-owned small business, and labor surplus area business sources of supply for DOD requirements. Also, it involves locating qualified small business, small disadvantaged business, and women-owned business firms and assisting them to get listed on appropriate solicitation mailing lists. Once on a solicitation mailing list, these firms receive Invitations for Bid (IFB) and Requests for Proposals (RFP) when the activity buys items or services of the type furnished by the particular business. The Small Business Administration (SBA) assists the DOD by providing additional sources developed through their many programs and contacts with small

business, small disadvantaged business, and women-owned small business firms. The SBA, as part of their active outreach effort, has developed the Procurement Automated Source System (PASS). The purpose of this system is to improve the potential for prime contracting and subcontracting for small firms, as well as being responsive to the requests of government agencies and major corporations for profiles of potential bidders. For more information on the PASS phone 1(800) 231-7277.

2. Small Business

Under certain conditions, the buying activity is authorized to set-aside procurements, either in whole or in part, for competition restricted to small business concerns. In general, these set-asides can only be made when there is a reasonable expectation that two or more qualified small business concerns are likely bid. This approach is necessary to assure adequate competition.

3. Small Disadvantaged Business Program

The SBA is authorized to enter into contracts with federal agencies and to subcontract performance of those contracts to small, socially and economically disadvantaged businesses. The DoD participates in this program by offering requirements to the SBA for subcontracting with firms approved by the SBA for participation in its Section 8(a) Business Development Program. For additional information about the 8(a) program, contact your nearest SBA regional office. A list of these offices is provided on pages 87-88 in this publication. In addition, the DoD has a special program involving a five percent goal for small disadvantaged business, historically Black colleges and universities and other minority institutions. In conjunction with this, there is an evaluation factor up to ten percent for small disadvantaged business firms on unrestricted procurements, as well as special technical assistance under certain circumstances.

4. Subcontracting

The DOD requires that its prime contractors make the maximum use possible of small business, small disadvantaged business, and women-owned small business firms in its subcontracting program. The DOD uses a special subcontracting clause in contracts with large business under certain conditions (i.e., when in excess of \$500,000 dollar value, and with a potential for subcontracting). When these conditions are met large business prime contractors must establish a plan designed to maximize the participation of small, small disadvantaged business and women-owned small business concerns as subcontractors. DOD and SBA personnel make periodic reviews at contractors' plants to check compliance with this program. Annually, the DOD publishes a directory entitled, **SUBCONTRACTING OPPORTUNITIES WITH DoD MAJOR PRIME CONTRACTORS**, which lists alphabetically by state all the prime contractors having subcontracting clauses in their contracts. This directory lists prime contractors by operating division and address, to include the name and telephone number of the Small Business Liaison Officer, an employee of the contractor designated to assist small business firms. This directory may be purchased from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402. This directory is also on the Internet. The Internet address is: (<http://www.acq.osd.mil/sadbu/docs.html>).

5. Federal Procurement Conferences

These conferences are held in conjunction with other federal agencies in order to provide an opportunity for small business to meet with procurement specialists from military and civilian agencies, as well as federal prime contractors. Procurement specialists inform businesses on (1) federal procurement and contracting processes; (2) aids and services available to business; and (3) opportunities to sell to federal agencies and prime contractors. Information about these conferences can be found on the internet (<http://www.acq.osd.mil/sadbu>).

6. Counseling and Assisting

Each DOD procurement office and contract management office has the responsibility to counsel and assist small business, small disadvantaged business, and small women-owned business firms on any problem they may have in understanding procurement regulations and practices, determining the appropriate buying office for their product, or acquiring pertinent data on present or future DOD procurements. This function is performed by the DoD **SMALL BUSINESS SPECIALISTS** listed in this directory. This directory is on the Internet. The Internet address is: (<http://www.acq.osd.mil/sadbu/docs.html>).

SELLING TO THE MILITARY

The major DOD procurement offices and the products and services they purchase are listed in **SELLING TO THE MILITARY**. This publication may be purchased from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402. This publication is on the Internet. The Internet address is: (<http://www.acq.osd.mil/sadbu/docs.html>).

SOLICITATION MAILING LISTS

A business firm seeking to participate in DoD procurement should inform military procurement offices of products or services it has to offer and request that the firm be placed on appropriate solicitation mailing lists. Copies of Standard Form 129, "Solicitation Mailing List Application", are available at most federal agency procurement offices. A copy of this form is included in **SELLING TO THE MILITARY**.

Each procurement office maintains lists of firms that are capable of supplying products or services purchased by the office. Firms on the bidder's list are automatically supplied "Invitations for Bid" or "Requests for Proposals" on new procurements.

Normally the submission of Standard Form 129, "Solicitation Mailing List Application", with complete and exact information about the products or services on which a firm wishes to bid is sufficient to secure placement on a bidder's list. However, in some cases, procurement offices may require that additional information be supplied.

COMMERCE BUSINESS DAILY

The **COMMERCE BUSINESS DAILY** is a valuable source of information for businesses attempting to identify products and services which individual military procurement offices are currently buying. The publication also lists proposed procurements of other federal agencies; subcontract opportunities offered by defense prime contractors; recent contract awards, which, in turn, provide leads to additional subcontract opportunities; and other pertinent information on federal procurement activities.

The **COMMERCE BUSINESS DAILY** is published Monday through Friday and may be purchased on annual subscription of **\$324.00** (1st Class) and **\$275.00** (2nd Class). Trial subscriptions are available. To order, send remittance with full mailing address to Superintendent of Documents, Government Printing Office, Washington, DC 20402-9371, Telephone: 202/512-1800 or fax 202/512-2250. Purchase order must be accompanied by payment. Visa, and MasterCard are accepted. Make checks or money orders payable to Superintendent of Documents. Allow at least 6 weeks for delivery of the first issue.

ADDITIONAL SOURCES OF INFORMATION

The Small Business Administration, General Services Administration, and the Department of Commerce also have field offices in many cities. These offices are equipped to assist business firms in locating opportunities to participate in federal procurement.

Local DoD activities listed in this publication and field offices of other federal agencies should be the initial contact for assistance and guidance on how business firms can participate in defense work.

Abbreviations:

(DoD) Department of Defense
(A) Army
(N) Navy
(AF) Air Force
(DLA) Defense Logistics Agency
(*) Full-Time Small Disadvantaged Business Specialists
(**) Air Force Command Directors

Key Acronyms:

DCMD - Defense Contract Management District
DCMC - Defense Contract Management Command
USPFO - U.S. Property and Fiscal Officer (National Guard)

ALABAMA

Anniston

Anniston Army Depot (A)
ATTN: SIOAN-DOC
7 Frankford Avenue
36201-5003

Ms. Carolyn Williams*
AC 205/235-7346

Commander (A)
US Army Chemical & Military Police Center and
Fort McClellan, ATTN: ATZB-DC
Transportation Road, Bldg. 241-C
36205-5000

Ms. Sharon Bloodworth
AC 205/848-5126

Birmingham

DCMC Birmingham (DLA)
Burger Phillips Center
1910 3rd Avenue N., Suite 201
35203-2376

Vacant
AC 205/716-7403

Fort Rucker

U.S. Army Aviation Center and Fort Rucker (A)
ATTN: ATZQ-C, Bldg. T00116
36362-5000

Ms. Pat Lemons
AC 334/255-3033

Huntsville

U.S. Army Missile Command (A)
ATTN: AMSMI-SB
Redstone Arsenal
35898-5150

Mr. Mit Merritt
AC 205/876-5441

U.S. Army Space and Strategic (A)
Defense Command
P.O. Box 1500
35807-3801

Mr. Fred M. Segrest
AC 205/955-3412

U.S. Army Engineer Division (A)
ATTN: CEHND-DB
P.O. Box 1600
35807-4301

Ms. Judy Griggs *
AC 334/690-1050

Mobile

U.S. Army Engineer District (A)
ATTN: CESAM-DB
P.O. Box 2288
36628-0001

Ms. Arbuties (Liz) Cotton
AC 334/690-3597

Montgomery

Standard Systems Center/PK (AF)
375 Libby Street
Maxwell AFB
Gunter Annex
36114-3207

Mr. Melvin Carr, Jr.
AC 205/416-5323

42 CONS/LGC (AETC) (AF)
50 Lemay Plaza South
Maxwell AFB
36112-6334

Ms. Susan Smith
AC 205/953-5457

Defense Commissary Agency
Southern Region
Building 678
Maxwell AFB
36112-6722

Mr. R. Dean Golden
AC 334/953-3136

USPFO, Alabama (A)
P.O. Box 3715
36109-0715

Col. Marion W. Reese
AC 334/271-7316

ALASKA

Anchorage Area

U.S. Army Engineer District (A)
ATTN: CENPA-CT
PO Box 898
99506-0898

Ms. Ivonna Drake
AC 907-753-2540

US Army Garrison, Alaska (A)
ATTN: APVR-RDOC
Fort Richardson
99505-0525

Mr. Hazen C. (Tom) Kramer
AC 917/384-7087

USPFO for Alaska (A)
Box B, Camp Denali
Fort Richardson
99505-5000

Col. R. Gillaspie
AC 907/428-6100

3 CONS/CC (PACAF) (AF)
6920 12th St., Suite 301
Elmendorf AFB
99506-2570

Mr. Edwin R. Franklin
AC 907/552-4338

Fairbanks

343 CONS/CC (PACAF) (AF)
3112 Broadway Ave., Suite 3
Eielson AFB
99702-1850

Maj. Terry Spitzmiller
AC 907/377-2441

ARIZONA

Chandler

82 SPTG/LGC (AETC) (AF)
Williams AFB
85244-5004

Ms. Nicole A. Dillon
AC 602/988-6618

Fort Huachuca

HQ U.S. Army Information Systems Command (A)
ATTN: ASQH-SB
85613-5000

Mr. Michael P. Dean*
AC 520/538-7870

U.S. Army Intelligence Center and (A)
Fort Huachuca
PO Box 12748
ATTN: ATZS-DK
85670-2748

Mr. Billy Merrell
AC 520/533-3131

Glendale

58 CONS/CC (AETC) (AF)
14100 West Eagle St.
Luke AFB
85309-1217

Mr. Robert Franklin
AC 602/856-7162

Phoenix

DCMC Phoenix (DLA)
The Monroe School Building
215 N. 7th Street
85034-1012

Mr. Clarence Fouse*
Ms. Annette Freeman*
AC 602/379-6170, x231/229

USPFO for Arizona (A)
5644 E. Moreland Street
85008-3422

Col. James E. Burnes
AC 602/267-2814

Tucson

355 CONS/CC (ACC) (AF)
3180 S. Craycraft Rd.
Davis-Monthan AFB
85707-3522

Mr. Joe Mitchell
AC 602/750-3132

Yuma

U.S. Army Yuma Proving Grounds (A)
ATTN: STEYP-CR
85365-9102

Ms. Sandy Ross
AC 602/328-6285

Marine Corps Air Station (N)
OICC Naval Facilities Contracts
P.O. Box 99129
85369-9129

Ms. Sheri Hyatt
AC 602/341-2048

Marine Corps Air Station (N)
Supply Office, Code 3KGC
Station Supply
P.O. Box 99133
85369-9133

Ms. Mary A. Holcomb
AC 602/341-2632

ARKANSAS**Little Rock**

314 CONS/CC (ACC) (AF)
642 Thomas Avenue
Little Rock AFB
72099-5019

Refer to Fort Sill
Oklahoma

U.S. Army Engineer District (A)
ATTN: CESWL-DB
P.O. Box 867
72203-0867

Ms. Paula Crane
AC 501/324-7194

USPFO for Arkansas (A)
Camp Robinson
N. Little Rock
72199-9600

Col. Charles E. Henry
AC 501/212-4300

Pine Bluff
US Army Pine Bluff Arsenal (A)
ATTN: SMPB-PO
71602-9500

Ms. Peggy Rainwater
AC 501/540-3016

CALIFORNIA

Alameda
Shore Intermediate Maintenance Activity (N)
SIMA San Francisco
Supply Dept., Code 40
650 Atlantic Way
94501-5065

SK2 Donald Treadwell
AC 510/263-4077

Barstow
Marine Corps Logistics Base (N)
Purchasing and Contracting Branch
P. O. Box 110340, Bldg. 236
92311-5039

Ms. Kareen Golden
AC 619/577-6303

Marine Corps Logistics Base (N)
OICC Naval Facilities Contracts
Nebo Area, Bldg. T-198
92311-5050

Ms. Susan Welch
AC 619/577-6421

Camp Pendleton
Naval Hospital (N)
Material Management Dept., Code 01H
P.O. Box 555191
92055-5008

Ms. Sylvia Rapp
AC 619/725-4521

Canoga Park
DCMC Rockwell, Canoga Park (DLA)
P.O. Box 7922
6633 Canoga Ave.
91309-7922

Mr. John B. Sarjeant
AC 818/586-8768

China Lake
Naval Air Warfare Center (N)
Weapons Division, Code 08B00D .
One Administration Circle
93555-6001

Ms. Lois Herrington*
Ms. Pam Lochhead
AC 619/939-2712

Naval Air Warfare Center (N)
OICC Naval Facilities Contracts
Code 8232300D
Bldg. 00978
93555

Ms. Diane Steel
AC 619/939-4401

Coleville

Marine Corps Mountain Warfare Training Center (N)
OIC Naval Facilities Contracts
P.O. Box 168
96107

Ms. Maryjo Ansberry
AC 619/932-7761
ext. 273

Concord

Naval Air Facility (N)
ROICC Naval Facilities Contracts
Code 09R02
10 Delta St., Bldg. 262
94520-5100

Mr. Tom Chin
AC 510/246-5083

Edwards

Air Force Flight Test Center/BC (AFMC) (AF)
5 S. Wolfe Avenue, Bldg. 2800, Room 2
Edwards AFB
93524-1185

Ms. Judith K. Vaughn*
AC 805/277-3900
ext. 2275

El Centro

Naval Air Facility (N)
Code 40, Supply Dept.
92243-5001

Mr. Roland F. Labuton
AC 619/339-2615

Naval Air Facility (N)
OICC Naval Facilities Contracts
Code 94E, Bldg. 504
92243--5008

Ms. Pat Murrietta
AC 619/339-2456

El Segundo

DCMD West (DLA)
222 N. Sepulveda Boulevard
El Segundo, CA
90245-4320

Ms. E. Renee Deavens*
Mr. A.B. Bonner*
Ms. Sonya B. Holley*
AC 310/335-3260
(within CA)
1-800-233-6521
(AK, HI, ID, MI, NV, OR, WA)
1-800-624-7372

Defense Technical Information Center (DoD)
Western Regional Office
222 N. Sepulveda Blvd., Room 906
90245-4320

Ms. Jan Hodges
AC 310/335-4170

Fairfield

60 Air Mobility Wing/LGC (AMC) (AF)
350 Hangar Avenue, Bldg. 549
Travis AFB
94535-2632

Mrs. Lorraine E. Marsh
AC 707/424-2984

Fort Irwin

National Training Center (A)
ATTN: AFZJ-DC
P.O. Box 10039
92310-5000

Ms. Tammy Sanchez
AC 619/386-4452

Herlong

Sierra Army Depot (A)
ATTN: SIOSI-CONT
96113-5009

Ms. Susan M. Ritz
AC 916/827-4836

Huntington Beach

DCMC McDonnell Douglas, HB (DLA)
5301 Bolsa Avenue/RMAC/NM3
92647-2048

Mr. Joseph Gaglione
AC 714/896-3609

Lathrop

Defense Distribution Region West (DLA)
ATTN: ASCW-PSS
Building S-4, Sharpe Site
95331-5108

Ms. Irma L. Anderson
AC 209/982-2435

Lemoore

Naval Air Station (N)
Supply Department
Code 4120
700 Avenger Ave.
93246-5001

Ms. Clella M. West
AC 209/998-4544

Naval Air Station (N)
OICC Naval Facilities Contracts
Code 0555
Training Bldg. A, Rm. 207
93246-5011

Ms. Kathrine Overby
AC 209/998-3904

Lompoc

30 Space Wing/BZ (AFSPC) (AF)
806 13th Street, Suite F
Bldg. 7015, Room 129
Vandenberg AFB
93436-5228

Mr. Mike Siminski
AC 805/734-8232
ext. 66439

Long Beach

Fleet & Industrial Supply Center (N)
Long Beach Detachment
Code PAA, Bldg. 53, 2nd Floor
Terminal Island
90822-5074

Ms. Patricia D'Arienzo
AC 310/901-3794

Naval Facilities Engineering Command (N)
Code R02
Naval Shipyard, Bldg. 5, Rm. 118
90822-5080

Ms. Sandra Craft
Ms. Vanessa Jones
AC 310/547-7872

SUPSHIP, Conversion & Repair (N)
Code 410SB
300 Shipjack Rd.
90822-5093

Mr. David P. Ochoa
AC 310/547-7111

Los Angeles

USA Engineer District (A)
ATTN: CESPL-DD-B
P.O. Box 2711
90053-2325

Mr. Daniel Hanas
AC 213/452-3937

Space and Systems Missile Center/BC (AFMC) (AF)
155 Discoverer Blvd. Suite 2017
Los Angeles AFB
90245-4692

Mr. Chuck Willett*
Mr. Edward Whatley
AC 310/363-2855

Mare Island

Naval Shipyard (N)
Supply Dept. Code 530
695 Walnut Ave., Suite 5100
94592-5100

Ms. C. Sharps
AC 707/646-8514

Marysville

9 CONS/CC (ACC) (AF)
6500 B St., Room 101
Beale AFB
95903-1712

Ms. Maryon Brooks
AC 916/634-2868

Merced

93 CONS/CC (ACC) (AF)
Building 708
Castle AFB
95342-5320

Mr. Jay Clark
AC 209/726-2555

Monterey

Defense Language Institute and Presidio (A)
Building 276, Plummer Street
ATTN: ATZP-DOC
Presidio of Monterey
93944-5006

Mr. Joseph Scanlan
AC 408-242-6587

Naval Postgraduate School (N)
Supply Office, Code 42
1588 Cunningham Rd., Rm. 106
93943-5209

Ms. Judy Anderson
AC 408/656-2807

Naval Postgraduate School (N)
ROICC Naval Facilities Contracts
Code 43R
166 Boundary Rd., Rm. 107
93943-5220

Mr. Bob Arnold
AC 408/656-2545

Oakland

Military Traffic Management Command, West (A)
ATTN: MTWLO-C
Oakland Army Base
94626-5000

Ms. Joyce Cavales
AC 510/466-2703

Fleet and Industry Supply Center (N)
Small Business Office
Bldg. 311-2E, Code 07
94625-5000

Ms. Shirley Matthis*
AC 510/302-4035

Military Sealift Command, Pacific (N)
Fleet and Industrial Supply Center
Bldg. 310
94625-5010

Mr. Raymond D. Sanchez
Ms. Karen Gilbert
AC 510/302-6585

Naval Medical Center (N)
Contracting Dept., Code 42
8750 Mountain Blvd., Bldg. 505
94627-5025

Ms. Annie Harris
AC 510/633-5332

Navy Public Works Center (N) Mr. Jack K. Guro
San Francisco Bay, Code 200B
P.O. Box 24004
94623-1003

Ms. Shirley Shelley
AC 510/466-2045

Resident Officer in Charge of Construction (N)
San Francisco Bay, Code 91C
P.O. Box 23300
94623

Mr. John Anderie
AC 610/302-3360

Oceanside

Marine Corps Base Camp Pendleton (N)
Contracting Office
P.O. Box 1609
92051-1609

Mr. Jack Key
AC 619/725-8457

Marine Corps Base Camp Pendleton (N)
OIC Naval Facilities Contracts
P.O. Box 209
92049-0209

Mr. Ed Charette
AC 619/725-8990

Point Mugu

Naval Air Warfare Center
Weapons Division/Pt. Mugu Site
Code 08B000D
One Administration Circle
China Lake, CA 93555-6001

Ms. Lois R. Herrington
Ms Pam Lochhead
AC 619-939-2712

Naval Air Warfare Center (N)
OIC Naval Facilities Contracts
Code P7312JM, Bldg. 632
93042

Ms. Patricia Martonick
Ms. Rita Ward
AC 805-989-1378

Port Hueneme

Naval Construction Battalion Center (N)
OIC Naval Facilities Contracts, Code 27G
1000 23rd St., Bldg. 41
93043-4301

Mr. Eric Duncan*
Ms. Carlote Erickson
AC 805/982-5066/2122

Naval Facilities Engineering Command (N)
Contracts Office, Code 27G
Naval Construction Battlion Center
1000 23rd Ave.
93043-4301

Mr. Eric Duncan*
Ms. Carol Contreras
AC 805/982-5066

Naval Surface Warfare Center (N)
Port Hueneme Division, Code 5FOO-SB
4363 Missile Way
93043-5007

Ms. Susan R. Burrows
Mr. Lynn Banks
AC 805/982-0372/0247

Riverside

722nd Air Refueling Wing/LGC (AMC) (AF)
1485 Graeber St., Suite 21
March AFB
92518-1729

Ms. Rebecca J. Scott
AC 909/655-2046

Riverbank Army Ammo Plant (Inactive) (A)
P.O. Box 670
95367-0670

Mr. Wallace Quimbly
AC 209/529-4236

Sacramento

U.S. Army Engineer District (A)
ATTN: CESPK-DE-B
1325 J Street
95814-2922

Mr. John Szabo

AC 916/577-5202

Sacramento Air Logistics Center/BC (AFMC) (AF)
5111 Roberts Avenue, Suite 5
McClellan AFB
95652-1326

Mr. Allen Taylor*
Mr. Franklin M. Yee*
AC 916/643-5209/2819

San Bruno

Naval Facilities Engineering Command (N)
Engineering Field Activity, West, Code 09J
900 Commodore Drive
94066-5006

Mr. Jack K. Guro
Ms. Shirley Shelley
AC 415/244-2305

San Diego

DCMC San Diego (DLA)
7675 Dagget Street
Suite 100
92111-2241

Ms. Marvie Bowlin*
AC 619/637-4922

Fleet and Industrial Supply Center (N)
Code COA
937 North Harbor Drive
92132-5075

Mr. James W. Conrad*
AC 619/532-3439

Fleet and Industrial Supply Center (N)
Code PKB
937 North Harbor Drive
92132-5044

Ms. Kathleen Boggess
AC 619-556-0352

Marine Corps Recruit Depot (N)
Western Recruiting Region
Contracting and Purchasing Branch
Code A1B, Bldg. 310
4411 Belleau Ave.
92140-5398

Ms. Sylvia Turner
AC 619/524-4261

Marine Corps. Recruit Depot (N)
OIC Naval Facilities Contracts
Code 02
4411 Belleau Ave.
92140-5012

Ms. Vanessa Schutt
AC 619/524-4359

Naval Facilities Engineering Command (N)
Southwestern Division, Code 09J
1220 Pacific Highway
92132-5190

Ms. Frances Hunter
AC 619/532-1994

Naval Medical Command (N)
Code BCA
92134-5000

Capt. R. R. Skogg, Jr.
AC 619/532-8097

OICC Naval Command Control & Ocean (N)
Service Center, Code 211
53560 Hull Street
Building A33, Room 0604
92152-5001

Ms. Dolores V. Pate
AC 619/553-3856

Naval Command Control & Ocean (N)
Surveillance Center
RDTE Division, Code 02202
53570 Silvergate Ave.
92152-5113

Mr. Forrest L. Hodges*
Ms. Marcia A. Kline
AC 619/553-4326

Naval Command Control & Ocean (N)
Surveillance Center
NISE West, Code 112K
P.O. Box 85137
92186-5137

Ms. Colleen J. Kopp
AC 619/524-2552

Navy Public Works Center (N)
Code 200D
2730 McKean St., Suite 1, Box 368113
92136-5294

Ms. Martha B. Schwartz
AC 619/556-6352

SUPSHIP, Conversion, and Repair (N)
Code 431, Box 368119
3600 Surface Naval Blvd.
92136-5066

Ms. Patricia A. Pauley
AC 619/556-2309

Shore Intermediate Maintenance Activity (N)
Code 4520, Box 368106
3755 Brisner St., Suite 1
92136-5299

Mr. Paul P. Cruz
AC 619/556-5302

San Francisco
U.S. Army Engineer Division South Pacific (A)
ATTN: CESPDD-B, Room 950
630 Sansome Street, Room 720
94111-2206

Mr. Ray Suderman
AC 415/705-2413

US Army Engineer District (A)
ATTN: CESPND-B
211 Main Street
94105-1905

Ms. Monti Jagers
AC 415/744-3301

SUPSHIP, Conversion, and Repair (N)
Code 400
813 Spears Ave., Bldg. 813
94124-2996

Ms. Karen Powell
AC 415/715-7320

San Luis Obispo
USPFO for California (A)
P.O. Box 8104
93403-8104

Col John Alexander
AC 805-594-6201

Santa Ana
Marine Corps Air Station, El Toro (N)
Supply Department, Code 1KC4
Building 321
P.O. Box 94007
92709-4007

Ms. Lee Kaainoni
AC 714/726-2322

Marine Corps Air Station, El Toro (N)
OIC Naval Facilities Contracts
P.O. Box 94004
92709-5006

Mr. Michael Stover
AC 714/726-2700

Defense Commissary Agency
Southwest Region
ATTN: SW/AM, Building 327
MCAS El Toro
92709-5002

Ms. Kathleen Sutherland
AC 714/725-4276

DCMC Santa Ana (DLA)
34 Civic Center Plaza
P. O. Box C-12700
92712-2700

Ms. Laura Robello*
Mr. Ralph Collins*
AC 714/836-2913
ext. 645/659

Stockton

Naval Communications Station (N)
Supply Dept., Code 451
95203-4920

Ms. Katie Roe
AC 209/944-0485

Sunnyvale

DCMC San Francisco (DLA)
1265 Borregas Avenue
94089

Ms. Joan Fosbery*
AC 408/541-7041/42

750 LSS/PK (AFSPC) (AF)
1080 Lockheed Way, Box 039
Onizuka AS
94089-1234

Maj A J Brown
AC 408/752-3606

Torrance

DCMC Hughes, LA (DLA)
3100 Lomita Blvd., 4th Floor
P.O. Box 2999
90505-5104

Ms. Lorena Dubose
AC 310/517-5084

Travis AFB

Resident Officer in Charge of Construction (N)
Code 0551, Bldg., 785
P.O. Box 1597
94536-0597

Ms. Eva Langone
AC 707/424-7537

Twentynine Palms

Marine Corps Air and Ground Combat Center (N)
OIC Naval Facilities Contracts
Code 09R9.01.1
P.O. Box X7, Bldg. 1138T1
92278-0107

Ms. Beckey Nilges
AC 619/830-7430

Marine Corps Air Ground Combat Center (N)
Regional Contracting Office
Northwest Region
P.O. Box X24, Bldg. 1525
92278-0124

Ms. Cheryl L. Whitmore
AC 619/830-5103

Van Nuys

DCMC Van Nuys (DLA)
6230 Van Nuys Blvd.
91401-2713

Ms. Dianne L. Thompson*
Mr. Frank Silkwood*
Ms. Nancy Darley-Gibson*
AC 818/756-4444
ext. 201

COLORADO**Aurora**

USPFO for Colorado (A)
660 South Aspen St, Mail Stop 34
80011-9551

Col Conrad Johnson
AC 303/340-6720

Fitzsimons Army Medical Center (A)
ATTN: MCHG-DC
205 McCloskey Ave., Bldg. 205
80045-5000

Mr. Charles Brown
AC 303/361-8632

Civilian Health and Medical Program
of the Uniformed Services (CHAMPUS)
FAMC, Building 225
80045-6900

Mr. Scott Lamont
AC 303/361-1249

Colorado Springs

U.S. Army Space Command (A)
ATTN: MOS-SC
1670 North Newport Road, Suite 211
80916

Ms. Daryll Nottingham
AC 719/554-8820

10 ABW/LGCP (AF)
8110 Industrial Drive., Suite 200
USAF Academy
80840-2315

Mr. Steven R. West
AC 719/472-2074

50 LSS/LGC (AFSPC) (AF)
300 O'Malley Avenue, Suite 30
Falcon AFB
80912-3030

Ms. Janet Best
AC 719/550-3805

HQ AFSPC/LGCM (AF)
150 Vandenberg St., Suite 1105
Peterson AFB
80914-4350

Mr. Horace S. Clark**
AC 719/554-5324

21 CONS/LGCM (AFSPC) (AF)
700 Suffolk Street
Peterson AFB
80914-1220

Mr. Jim Redd
AC 719/556-4669

Denver

Rocky Mountain Arsenal (A)
ATTN: AMCPM-RMA-S
Commerce City
80022-1748

Mr. Darryl Ballamy
AC 303/289-0370

Englewood

DCMC Denver (DLA)
5975 Greenwood Plaza Blvd.
Orchard Place 2, Suite 200
80110-4715

Mr. Robert Sever*
Mr. Joseph Molkie*
AC 303/843-4300, x180/181
1-800-722-8975

Fort Carson

4th Inf Div (Mech) & Fort Carson (A)
ATTN: AFZR-DOC
80913-5000

Ms. Sarah Robinson
AC 719/526-6598

CONNECTICUT

Groton

SUPSHIP, Conversion & Repair (N)
Code 440
73 Eastern Point Road
06340-4909

Ms. Sherry M. Hedding
AC 860-433-6617

Naval Submarine Support Facility, New London (N)
Code 244, Box 500
Bldg. 87-2
06349-5500

Mr. Harold W. Hansen
AC 203/449-3612

Naval Submarine Base, New London (N)
OIC Naval Facilities Contracts
Bldg. 135, P.O. Box 26
06349-5026

Ms. Mabel SooHoo
AC 203/449-5136

Hartford

DCMC Hartford (DLA)
130 Darlin Street
East Hartford, CT
06108-3234

Mr. Carl Cromer*
AC 860/291-7705/7715

USPFO for Connecticut (A)
State Armory
360 Broad Street
06105-3779

Col. Ireneusz Zembrzusi
AC 203/524-4860

Stratford
DCMC Stratford (DLA)
550 Main Street
06497-7574

Mr. Philip Tortoa*
Mr. Gregory F. Huhn
AC 203/385-4416/4475

DELAWARE

Dover
436 Airlift Wing/LGC (AMC)
639 Atlantic Street, Room 243
Dover AFB
19902-5639

Mrs. Elizabeth Teague
AC 302/677-5204

New Castle
USPFO for Delaware (A)
Grier Building
1161 River Road
19720-5199

Col Anthony Barbone
AC 302/324-7325

DISTRICT OF COLUMBIA

Washington
Office, Chief of Engineers (A)
ATTN: CEDB, Room 4117
20 Massachusetts Avenue, N.W.
20314-1000

Ms. Diane Sisson*
AC 202/761-0725

Naval Media Center (N)
Anacostia Naval Station, Bldg. 168
2701 S. Capitol St., SW
20374-5080

Mr. Ronald Jobman
AC 202/433-2151

Fleet and Industrial Supply Center (N)
Washington Detachment, Code 00A
Washington Navy Yard, Bldg. 200
901 M. St., S.E.
20374-2000

Mr. Sylvester Rainey, Jr.
AC 202/433-2957

Walter Reed Army Medical Center (A)
ATTN: MCHL-Z
6825 16th Street, Bldg T-20
20307-5000

Ms. Georganna Mallory
AC 202/782-1255

Military Sealift Command (N)
Code N00B, Bldg. 210, Rm. 419
Washington Navy Yard
20398-5100

Mr. Clifford J. Roth*
AC 202/685-5025

Naval District Washington (N)
Comptroller/Supply Dept., Code 11
Washington Navy Yard, Bldg. 28-2
20374-5011

Ms. Carolyn Glover
AC 202/433-3568

Naval Facilities Engineering Command (N)
Chesapeake Division, Code 09J
Washington Navy Yard, Bldg. 212
20374-2121

Mrs. Irene Hunter*
AC 202/685-0088

Navy Information Systems Management Center (N)
901 M St., S.E., Code OOX1
Washington Navy Yard, Bldg. 176-4
20374-5070

Ms. Lillie M. Scott
AC 202/433-4337

Naval Intelligence (N)
Contracts Dept., Code ONI-8C
4251 Suitland Road
20395-5720

Ms. Joanne Gillum
AC 301/669-4005

Navy Public Works Center (N)
Code 09J
Washington Navy Yard, Bldg. 175
901 M. St.
20374-5041

Ms. Mary Rose Nicole
AC 202/685-8218

U. S. Marine Corps (N)
Code L-2
2 Navy Annex
20380-1775

Ms. S. B. D'Agostino
AC 703/696-1022

Naval Research Laboratory (N)
4555 Overlook Avenue, SW
Contracts Division, Code 3204
Bldg. 222, Rm. 115
20375-5326

Ms. Patricia S. Schaefer
AC 202/767-6263

Naval Security Station (N)
Contracting Office, Code 50B
3801 Nebraska Avenue, N.W.
20390-5440

Mr. Danny Kabigting
AC 202/764-2482

11th CON/LGC (AF)
500 Duncan Avenue, Room 250
Bolling AFB
20332-0305

Ms. Marcia Haynes
AC 202/767-8086

Office of Scientific Research (AFMC) (AF)
110 Duncan Avenue, Suite B115
Bolling AFB
20332-8080

LTC. Marcus Livingston
AC 202/767-5009

U. S. Military District of Washington (A)
ATTN: ANPC-SB
Ft. Leslie J. McNair, Bldg. 39, Room 5B
20319-5050

Ms. Cynthia Lee
AC 202/685-1990

National Defense University (DoD)
ATTN: NDU-LG
Ft. Leslie J. McNair, Bldg. 62
20319-6000

Mr. Vonnice Columbo
AC 202/685-3786
ext. 154

USPFO for District of Columbia (A)
Anacostia Naval Air Station, Bldg. 350
20374-5064

Col Robert Kirkconnell
AC 202/433-2064

Defense Intelligence Agency (DoD)
ATTN: SD
20340-3342

Mr. Mike Earnhart
AC 202/231-2822

On-Site Inspection Agency/AM (DoD)
201 W. Service Rd, Dulles Int'l Airport
P.O. Box 17498
20041-0498

Ms. Debra Janes
AC 703/810-4797

FLORIDA

Cape Canaveral
Naval Ordnance Test Unit (N)
Supply Department, Code SPP-630
Bldg. 1066
32920-1623

Ms. Janet S. Cornell
AC 407/853-1260

Cocoa Beach

45th Space Wing/BC (AFSPC) (AF)
1201 Minuteman Street
Patrick AFB
32925-3237

Mrs. Lee Thompson*
AC 407/494-2207

Fort Walton Beach

Air Force Development Test Center (AFMC) (AF)
205 West D. Avenue, Suite 449
Eglin AFB
32542-6863

Mr. Ralph K. Frangioni*
Ms. Patty Uhrig
AC 904/882-2843

Jacksonville

U.S. Army Engineer District (A)
ATTN: CESAJ-DB
P. O. Box 4970
32232-0019

Mr. Randall Edney
AC 904/232-1150

Naval Air Station (N)
ROICC Naval Facilities Contracts
P.O. Box 139
32212-0139

Ms. Louisa C. Masters
AC 904/772-5571
ext. 120

Naval Hospital (N)
Material Management Dept.
Code 0107, Bldg. H-2091
32214-7107

Ms. Melanie Gibson
AC 904/777-3175

Navy Public Works Center (N)
Naval Air Station
Code 200.A1, Box 30
32212-0030

Mr. Frank Janosick
AC 904/772-4542
ext. 8221

Fleet & Industrial Supply Center (N)
Business Opportunity Center
Code 7, Box 97
3rd Deck, Yorktown Ave., Bldg. 110
32212-0097

Ms. Glenda E. Rife
AC 904/779-3077

SUPSHIP, Conversion & Repair (N)
Mayport Naval Station, Code 420
P.O. Box 280158
32228-0158

Mr. Jim R. Griner
Mr. Arthur H. Harmon
AC 904/270-5741
AC 904/270-5744

Key West

Naval Air Station (N)
Supply Dept., Code 19A
Bldg. 314
P.O. Box 9030
33040-9001

Ms. Carolyn Williams
AC 305/293-2223

Naval Air Station (N)
ROICC Naval Facilities Contracts
Bldg. A718
P.O. Box 9018
33040-5000

Mr. Phil Linebarger
AC 305/293-2983

Mary Esther

HQ AFSOC/LGCX (AF)
100 Bartley St.
Hurlburt Field
32544-5273

Ms. Camella A. Noll
AC 904/884-2435

Milton

Naval Air Station (N)
Whiting Field
OIC Naval Facilities Contracts, Code 182
7151 USS Wasp St.
32570-6159

Ms. Mary Charles Parker
AC 904/623-7602
ext. 24

Orlando

Naval Air Warfare Center (N)
Training Systems Division
SADBU Office, Code 27B
12350 Research Pkwy.
32826-3224

Ms. Kathryn L. Cranston
AC 407/380-8253

Naval Air Warfare Center (N)
Training Systems Division
OIC Naval Facilities Contracts, Code 863
12350 Research Pkwy.
32826-3224

Ms. Catherine A. Paradise
AC 407/380-4329

Naval Training Center (N)
Contracting Department, Code 092
1501 John Paul Jones Ave.
32813-8321

Ms. Helen H. Falch
AC 407/646-4644

Naval Training Center (N)
OIC Naval Facilities Contracts
P.O. Drawer 140256
32814-0256

Ms. Maxine G. Cooper
AC 407/646-4615

Naval Training Center (N)
ROICC Naval Facilities Contracts
Central and South Florida Area
P.O. Drawer 149087
32814-9087

Ms. Marvelyn M. Walker
AC 407/646-5345

DCMC Orlando (DLA)
3555 Maguire Blvd.
32803-3726

Mr. Victor Irizarry*
AC 407/228-5113/5260

Panama City

Coastal Systems Station (N)
Dahlgren Division
OIC ROICC Naval Facilities Contracts
6703 W. Hwy. 98, Suite 126
32407-7001

Mr. Joe W. Delawder
AC 904/234-4764

Naval Surface Warfare Center (N)
Dahlgren Division
Coastal Systems Station, Code 05B
6703 W. Highway 98
32407-7001

Mr. Johnny L. Peace
Ms. Mary Clark
AC 904/234-4337

325 CONS/CC (AETC) (AF)
501 Illinois Avenue, Suite 5
Tyndall AFB
32403-5526

Mr. Lawrence Brian
AC 904/283-3266

Pensacola

Defense Activity for Non-Traditional Ed. (N)
Support, Code 30
6490 Saufley Field Rd.
32509-5243

Mr. Theodore D. Garber
AC 904/452-1064

Naval Air Station (N)
Code 19200
115 Cunningham St., Suite D
32508-5014

Mr. Calvin F. Simerly
AC 904/452-9900

Navy Hospital (N)
Code 17, Bldg. 2269
6000 W. Highway 98
32512-0003

Ms. Alfreda M. Bryant
AC 904/452-6432

Navy Public Works Center (N)
Naval Air Station
Code 200
520 Turner Street
32508-5225

Ms. Karla Ishmael
Ms. Daphne Dillard
AC 904/452-4616

St. Augustine
USPFO for Florida (A)
P.O. Box 1008
32085-1008

LTC Jesse D. Kinghorn, Jr.
AC 904/823-0500

St. Petersburg
DCMC Clearwater, North Florida (DLA)
Gadsen Building
9549 Cogler Blvd., Suite 200
33702-2455

Mr. Jim Masone
AC 813/579-3015

Tampa
6 CONS/CC (ACC) (AF)
3014 Zemke Avenue
MacDill AFB
33621-5000

Ms. Judy Hall
AC 813/828-3815
ext. 324

US Special Operations (DoD)
7701 Tampa Point Blvd.
McDill AFB
33621-5323

Mr. Craig Bowers*
AC 813/828-9490
Ms. Karen Pera
AC 813/828-9491

GEORGIA

Albany
Marine Corps Logistics Base (N)
Code 155
814 Radford Blvd.
31704-1128

Ms. Martha Glasscock
AC 912/439-6738

Marine Corps Logistics Support Base (N)
ROICC Naval Facilities Contracts
P.O. Box 43118
31704-3118

Ms. Judy H. Washington
AC 912/439-5959

Athens
Navy Supply Corps School (N)
OIC Naval Facilities Contracts, Code 0102
1425 Prince Ave.
30606-2205

Mr. Richard J. Pittman
AC 706/354-7298

Atlanta

United States Forces Command (A)
ATTN: AFCS-SB
Fort McPherson
200 Hardee Avenue, Bldg. 200
30330-6000

Mr. Jerry L. Blaydes*
AC 404/669-6223

U. S. Army Engineer Div., South Atlantic (A)
ATTN: CESAD-DB
Rm. 313, 77 Forsyth St. SW
30335-6801

Mrs. Kay Bauer
AC 404/331-6689

U.S. Army Atlanta Contracting Office (A)
ATTN: AFLG-PRC
Fort McPherson
30330-6000

Ms. Judy Davidson
AC 404/752-3435

USPFO for Georgia (A)
P.O. Box 17882
30316-0882

Col David Kenemer
AC 404/624-6340

Augusta

U.S. Army Signal Center & Fort Gordon (A)
ATTN: ATZH-CT, Bldg. 2102
Fort Gordon
30905-5110

Mr. Charles Bullock
AC 706/791-6034

Dwight D. Eisenhower Army Medical Center (A)
Southeast Cont. Ct., ATTN: MCAA-SE
39706 40th Street, Bldg. 39706
30905-5650

Maj. Debbie Franco
AC 706/787-6793

Columbus

U.S. Army Infantry Center & Fort Benning (A)
ATTN: ATZB-KT
Building 6, Room 207
31905-5179

Mr. Robert Battle
AC 706/545-1013

Fort Stewart

24th Inf. Div. (Mech.) & Ft. Stewart (A)
ATTN: AFZP-DOC
31314-5192

Ms. Cathleen Thomas
AC 912/767-2964

Kings Bay

Naval Submarine Base
OIC Naval Facilities Contracts
Code FE3-CI, Bldg. 2015
31547-2613

Mr. Charles J. Ingerson
AC 912/673-4022

Fleet and Industry Supply Center (N)
Norfolk Detachment, Kings Bay
930 USS Hunley Ave., Rm. 211
31547-2617

Mr. William Reid
AC 912/673-2124

Resident Officer in Charge of Construction (N)
Naval Submarine Base
1342 USS Simon Bolivar Rd.
31547-2529

Ms. Diane Haymans
AC 912/673-2070
AC 912/673-2386

Marietta
94 LG/LGC (AFRES) (AF)
1538 Atlantic Avenue
Dobbins AFB
30069-4824

Ms. Charlotte Delli
AC 770/421-4981

DCMC Atlanta (DLA)
805 Walker Street
30060-2789

Ms. Sandra J. Scanlan*
Ms. Theresa A. Jansen*
AC 770/590-6197/6418
Toll Free: 1-800/932-3561

Naval Air Station (N)
Atlanta, Code 80C
ROICC Naval Facilities Contracts
1000 Halsey Ave., Bldg. 70
30060-5099

Ms. Carolyn S. Beynon
AC 770/919-6513

Savannah
U.S. Army Engineer District (A)
ATTN: CESAS-DB
P.O. Box 889
31402-0889

Ms. Gwen Parker
AC 912/652-5340

Valdosta
347 CONS/CC (ACC) (AF)
4380B Alabama Road
Moody AFB
31699-1793

Ms. Aileen Duff
AC 912/333-4706

Warner Robins
Warner Robins Air Logistics (AF)
Center/BC (AFMC)
180 Page Road
Robins AFB
31098-1600

Mr. James A. Lovett*
Mr. David A. West
Mr. Fred C. Anderson
Mr. Walter V. Walton
AC 912/926-5871/5873

HQ AFRES/LGC (AF)
155 Second St.
Robins AFB
31098-1635

Mr. John Pacofa**
AC 912/327-1607

HAWAII

Fort Shafter Area

U. S. Army, Pacific (A)
ATTN: APAM
96858-5100

Mr. Robert Stiver
AC 808/438-6530

U.S. Army Engineer Division (A)
Pacific Ocean
Building 200, ATTN: CEPOD-DB
96858-5440

Mr. Joe Swift
AC 808/438-9548

U.S. Army Garrison, Hawaii (A)
ATTN: APVG-GKB
96858-5025

Mr. Gar Sun (Gus) Lum
AC 808/438-6535
ext. 134

Honolulu Area

15 CONS/CC (PACAF) (AF)
90 G Street
Hickam AFB
96853-5320

Mr. Jim Watanabe
AC 808/449-6860
ext. 103

Naval Facilities Engineering Command (N)
Pacific Division
Code 09J
4262 Radford Dr.
96818

Ms. Floria M. Pang
Ms. Sharon S. Honda
AC 808/471-4577

USPFO for Hawaii (A)
4208 Diamond Head Road
96816-4495

Col. Melvin Ida
AC 808/735-0302

Tripler Army Medical Center/ (A)
Pacific Contracting Center
160 Krukowski Rd., Bldg. 160
96819

Ms. Rita Baker
AC 808/433-3503
ext. 222

Kaneohe Bay

Marine Corps Base(N)
Supply Office, Code LSA
Box 63063
96863-3063

Ms. Donna M. Saito
AC 808/257-2404

KeKaha

Pacific Missile Range Facility
P.O. Box 128
96752-0128

Ms. Xavier F. Ignacio
AC 808/335-4643

Pearl Harbor

Naval Shipyard (N)
Contracting Division
Code 530
401 Ave. E., Suite 124
96860-5351

Ms. Debra Shiroma
Ms. Sandra Nagayama
AC 808/471-1070
AC 808/471-1074

Navy Public Works Center (N)
Contracting Department
Code 200
96860-5470

Mr. Steven Pasion
AC 808/474-8399

SUPSHIP, Conversion & Repair (N)
San Diego Detachment
Code 430
P.O. Box 700
96860-5353

Mr. David Dawley
AC 808/474-7354

Fleet and Industry Supply Center (N)
Regional Contracting Dept.
Code 200M.P
P.O. Box 300
96860-5300

Ms. Marguerite Mattson
AC 808/474-2397
ext. 215
Mr. Fred Roudebush
AC 808/474-2397
ext. 233

IDAHO**Boise**

USPFO for Idaho (A)
3489 West Harvard Street
83705-6512

Col. Jerre Kauffman
AC 208/422-5251

Mountain Home

366 CONS/CC (ACC) (AF)
366 Gunfighter Avenue, Suite 498
Mountain Home AFB
83648-5296

Mr. Robert Brandl
AC 208/828-2656

ILLINOIS**Belleville**

HQ AMC/LGC (AF)
402 Scott Dr., Unit 2A2
62225-5308

Mr. Gene E. Ohl**
AC 618/256-8725

Contract Airlift Division/DOK (AMC) (AF)
402 Scott Drive, Unit 3A1
Scott AFB
62225-5302

Mr. Rodney D. Gilbert
AC 618/256-6454

375th Airlift Wing/LGC (AMC) (AF)
102 E. Martin Street, Room 216
Scott AFB
62225-5015

Mr. John W. Thornton
AC 618/256-3036

CSPO/PGZ (AF)
Program Office/PGZ
3205 East Drive, Building 3187
Scott AFB
62225-5425

Mr. Nancy Stine
AC 618/256-4548

Champaign
U.S. Army Construction Engineering (A)
Research Laboratory
ATTN: CECER-CT
P.O. Box 9005
61626-9005

Mr. Wayne T. Kurokawa
AC 217/373-6748

Chicago
U. S. Army Engineer for Chicago (A)
ATTN: CENCC-CT
111 N. Canal St., 6th Floor
60606-7206

Mr. Donald Grskovich
AC 312/886-3034

U.S. Army Engineer Division (A)
North Central, ATTN: CENCD-CT
111 N. Canal St., 12 Floor
60606-7205

Mr. Michael Lee
AC 312/353-6397

928 AG/LGC (AFRES) (AF)
6626 N. Patton Road
Chicago-O'Hare IAP.ARS
60666-5023

Ms. Dorothy Harris
AC 312/825-6080

DCMC Chicago (DLA)
P.O. Box 66911
O'Hare Int'l Airport
60666-0911

Mr. Gregory A. Wynne*
AC 312/825-6021

Great Lakes

Naval Facilities Engineering Command (N)
Engineering Field Activity Midwest
Code 09J, Bldg. 1A
2703 Sheridan Rd., Suite 120
60088-5600

Ms. Donna M. Geary
AC 847/688-2600
ext. 105

Naval Training Station (N)
Supply Department, Code 76
Bldg. 3200
60088-5127

Ms. Dorothy E. Ellis
AC 847/688-5524

Naval Public Works Center (N)
Material Purchasing Dept., Code 840
Bldg. 1A
60088-5600

Mr. Gerald Wegener
AC 847/688-3619

Joliet

Joliet Army Ammunition Plant (Inactive) (A)
29401 S. Route 53
60481-8879

Mrs. Sandra J. Schafer
AC 815/423-2875

Rock Island

U.S. Army Engineer District, Rock Island (A)
P.O. Box 2004, ATTN: CENCR-CT
61204-2004

Ms. Barbara Morgan
AC 309/794-5442

Armament & Chemical Acquisition &
Logistics Activity (A)
ATTN: AMSTA-AC-SB
61299-7630

Mr. Larry Negaard
AC 309/782-6709

U.S. Army Rock Island Arsenal (A)
ATTN: SMCRI-CT
61299-5000

Mr. Gary Wagler
AC 309/782-8509

U.S. Army Industrial Operations Command (A)
ATTN: AMSMC-SB
61299-6000

Mr. Bruce Myers
AC 309/782-7302

Springfield

USPFO for Illinois (A)
1301 N. MacArthur Blvd.
62702-2399

Col John W. Newman
AC 217/785-3544

INDIANA

Charlestown

Indiana Army Ammunition Plant (Inactive) (A)
11450 Highway 62
47111-9667

Mr. Kendall Woodward
AC 812/284-7605

Crane

Naval Surface Warfare Center (N)
OIC Naval Facilities Contracts
300 Hwy. 361, Bldg. 2516
47522-5082

Ms. Debbie Dills
AC 812/854-3234

Naval Surface Warfare Center (N)
Crane Division, Code SB
300 Hwy. 361, Bldg. 64
47522-5001

Mr. Reggie W. Joslin
AC 812/854-1542

Crane Army Ammunition Activity (A)
ATTN: SIOCN-CO
300 Highway 361
47522-5099

Mr. Ronald Wise
AC 812/854-3326

Indianapolis

DCMC Indianapolis (DLA)
8899 E. 56th Street
46249-5701

Ms. De Middleton*
AC 317/542-2015/2088

Naval Air Warfare Center (N)
Aircraft Division
Contracting Dept., M/S 45
6000 East 21st Street
46219-2189

Ms. Dee Middleton
AC 317/306-7009

Naval Air Warfare Center (N)
OIC Naval Facilities Contracts
Mail Stop 65
6000 E 21st Street
46219-2189

Ms. Mary Ann Pearson
AC 317/353-3100

USPFO for Indiana (A)
2002 S. Holt Road
46241-4839

Col Allan Pierce
AC 317/247-3304

Madison

Jefferson Proving Ground (A)
ATTN: STEJP-EH -C
47250-5100

Ms. Mary Greenhill
AC 812/273-7281

Newport

Newport Army Ammunition Plant (Inactive) (A)
P.O. Box 458
47966-0458

Mr. Tom Wilkey
AC 317/245-1579

Peru

434 LSS/LGC (AFRES) (AF)
2 Kittyhawk Street
Grissom AFB
46971-5320

Mrs. Patricia Craddock
AC 317/688-3101/2801

IOWA**Burlington**

Iowa Army Ammunition Plant (A)
17571 State Highway 79
Middletown
52638-5000

Mr. James D. Nelson
AC 319/753-7041

Johnston

USPFO for Iowa (A)
Camp Dodge
7700 NW Beaver Dr.
50131-1902

Col. James McCullough
AC 515/242-4247

KANSAS**Desoto**

Sunflower Army Ammunition Plant (Inactive) (A)
P. O. Box 640
66018-0640

Mr. Thomas Stutz
AC 913/791-6789

Fort Leavenworth

Combined Arms Center and Fort (A)
Leavenworth
ATTN: ATZL-GCC
600 Thomas Avenue
Bldg. 198, Room 232
66027-1389

Mr. Robert Bristow
AC 913/684-3383

MCA Leavenworth (A)
ATTN: ATBO-AL
Fort Leavenworth
600 Thomas Avenue
Bldg. 198, Room 303
66027-1386

Ms. Deanna McKeel
AC 913-684-2971

Fort Riley

1st Inf. Div. (Mech.) & Ft. Riley (A)
ATTN: AFZN-DOC
P.O. Box 2248
66442-5000

Ms. Carol Blixt
AC 913/239-0483

Parsons

Kansas Army Ammunition Plant (Active) (A)
ATTN: SMCKA-CA
67357-9107

Mr. Jerry Riley
AC 316/421-7391

Topeka

USPFO for Kansas (A)
2737 S. Kansas Avenue
66611-1170

Col Dennis Elliott
AC 913/274-1201

Wichita

22 Air Refueling WG/LGC (AF)
53147 Kansas Street, Suite 102
McConnell AFB
67221-3606

Mr. Edward Harvell
AC 316/652-3275

DCMC Wichita (DLA)
271 W. 3rd Street North, Suite 6000
67202-1235

Mr. George Luckman*
AC 316/299-7218

KENTUCKY**Fort Knox**

U.S. Army Armor Center & Fort Knox (A)
ATTN: ATZK-DC, Bldg. 4022
40121-5000

Mr. Richard Goodin
AC 502/624-8046

Frankfort

USPFO for Kentucky (A)
BNGC Bldg. 120
120 Minuteman Parkway
40601-6192

LTC Michael A. Jones
AC 502/564-8466

Fort Campbell

101st ABN Div. (AASLT) & Ft. Campbell (A)
ATTN: AFZB-DOC
42223-1293

Ms. Connie Lee
AC 502/798-7813

Louisville

U.S. Army Engineer District , Louisville (A)
ATTN: CEORL-DB
P. O. Box 59
40201-0059

Ms. Linda Hunt-Smith*
AC 502/582-5070

Naval Surface Warfare Center (N)
Naval Ordnance Station
5403 Southside Dr.
Bldg. V, Code 116ME
40214-5000

Mr. Reggie Joslyn
AC 502/364-5849

Naval Surface Warfare Center (N)
Naval Ordnance Station
OIC Naval Facilities Contracts, Code 0984C
5403 Southside Dr., Bldg. G-4 DN
40214-5000

Ms. Sue Ann Saunders
AC 502/364-5895

Richmond

Blue Grass Army Depot
ATTN: S10BG-PO
40475-5115

Ms. Cheryl Davenport
AC 606/625-6866

LOUISIANA**Fort Polk**

Joint Readiness Training Center (A)
ATTN: AFZC-DC
71459-5000

Mr. Henry Victor
AC 318/531-4904

New Orleans

USPFO for Louisiana (A)
Jackson Barracks, Bldg. 39
70146-0330

Col Louis May
AC 504/278-6504

SUPSHIP, Conversion & Repair (N)
Code 422.4
Bldg. 16, NSA
2300 General Meyer Avenue
70142-5700

Ms. Rebecca L. Palphang
AC 504/678-2590

Naval Air Station/Joint Reserve Base (N)
OIC Naval Facilities Contracts, Code 80C
Bldg. 50
400 Russell Avenue
70143-5000

Ms. Mary Ann Singleton
AC 504/678-3278

Naval Support Activity (N)
Contracting Department, Code N423
Bldg. 2
2300 General Meyer Ave.
70142-5000

Ms. Gail Brown
AC 504/678-2514

Naval Support Activity (N)
OIC Naval Facilities Contracts
Bldg. 101 PWD
2300 General Meyers Avenue
70142-5010

Ms. Cynthia Price
AC 504/678-2320

Naval Support Activity (N)
ROICC Naval Facilities Contracts
Bldg., 157
2300 General Meyer Avenue
70142-5007

Ms. Ernise Alphonse
AC 504/678-2150

U.S. Army Engineer District, New Orleans (A)
ATTN: CELMN-DB
P. O. Box 60267
70160-0267

Mr. John Standige
AC 504/862-2885

Shreveport

Louisiana Army Ammunition Plant (Active) (A)
71130-0058

Ms. Patsy Roach
AC 903/679-2110

2 CONS/CCD (ACC) (AF)
841 Fairchild Avenue, Suite 205
Barksdale AFB
71110-2271

Ms. Karen Nance
AC 318/456-2113

Officer in Charge of Construction (N)
Barksdale in AFB
P.O. Box 655
71110-0655

Ms. Hilda A. Pratt
AC 318/456-2326

MAINE

Augusta

USPFO for Maine (A)
Camp Keyes
04333-0032

Col Dennis D. Lunney
AC 207/626-4251

Bath

SUPSHIP, Conversion, and Repair (N)
Code B402
574 Washington Street
04530-1916

Mr. Gary T. Frantz
AC 207/442-2331

Brunswick

Naval Air Station (N)
Supply Department, Code 19A
700 Fitch Avenue
04011

Mr. Fred Dorcus
AC 207/921-2675

Naval Air Station (N)
Naval Facilities Contracts
200 Alpha Avenue
04011-5000

Mr. Bret Burnham
AC 207/921-2665

Winter Harbor

Naval Security Group Activity (N)
North Marine Area
OIC Naval Facilities Contracts
04693-0900

Ms. Jackie Johnston
AC 207/963-7241

MARIANA ISLANDS**Guam**

USPFO for Guam (A)
ATTN: Fort Juan Muna
622 E. Harmon Ind. Pk. Rd.
Tamuning, GU
96911-4422

LTC. Arthur A. Jackson
AC 011 671/735-4001

Fleet & Industrial Supply Center, Guam (N)
Contracting Division, Code 9211
PSC 455, Box 190
FPO, AP 96540-1500

Mr. Kevin T. Byrnes
AC 011-671-339-2114

Naval Facilities Engineering Command, Guam (N)
PSC 455, Box 175
FPO, AP
96540-2200

Mr. Danny Dumdum
AC 011-671/333-2925

633 CONS/CC (PACAF) (AF)
Unit 14003, Box 26B
Anderson AFB
APO AP
96542-5000

Mr. Tom Allison
AC 011-671-366-4214

MARYLAND

Aberdeen Proving Ground

U.S. Army Garrison (A)
ATTN: STEAP-SB
21005-5001

Ms. B. J. Maliszewski*
AC 410/278-1548

HQ U.S. Army Test & Evaluation Command (A)
ATTN: AMSTE-PR
21005-5005

Mr. Timothy M. Frazier
AC 410/278-1201

U. S. Army Chemical Biological Defense Command (A)
ATTN: AMSCB-SB
5101 Hoadley Road, Room E4455
21010-5423

Mr. John Rassmusen
AC 410/671-2309

Adelphi

U.S. Army Research Laboratory (A)
ATTN: AMSRL-SB
2800 Powder Mill Road
20783-1197

Ms. Ellen Caldwell
AC 301/394-1527

Annapolis

Naval Academy (N)
Supply Department, Code 301
1181 Wainwright Road
21402-5007

Ms. Elizabeth M. Adams
AC 410/293-3498

Naval Academy (N)
OIC Naval Facilities Contracts, Code 310
1811 Wainwright Road, Bldg. 181
21402-5067

Ms. Gretchen McKethan
AC 410/295-3171

Naval Surface Warfare Center (N)
Caderock Division - Annapolis Detachment
OIC Naval Facilities Contracts, Code 362
3A Leggett Circle
21402-5067

Ms. Barbara Palmer
AC 410/293-2848

Baltimore

U.S. Army Engineer District (A)
ATTN: CENAB-DB
P. O. Box 1715
21203-1715

Ms. Patricia Huber*
AC 410/962-1894

Bethesda

Armed Forces Radiobiology (DoD)
Research Institute
ATTN: LOSS
20814

Ms. Phyllis Albrecht
AC 301/295-1356

Defense Mapping Agency (DoD)
4600 Sangamore Road
20816-5003

Mr. Edward J. Solkowski
AC 301/227-2158
Ms. Andrea McClendon
AC 301/227-5130

National Naval Medical Center (N)
Acquisition Management Dept.
8901 Wisconsin Avenue, Bldg. 54
20889-5600

Ms. Mimsie Goodman
AC 301/295-1360

Uniformed Services University of the
Health Services (DoD)
4301 Jones Bridge Road
20814-4799

Mr. Dave Denton
AC 301/295-3068

Carderock

Naval Surface Warfare Center
Carderock Division, Bldg. M
Contracting Dept., Code 3000
20084-5000

Ms. Blanch D. Geyer
AC 301/227-1220
AC 215/897-1519

Fort Ritchie

Military District of Washington (A)
ATTN: ANRT-OC
601 Lakeside Drive
21719-3205

Mr. Richard Dutrow
AC 717/878-4261

Fort George G. Meade

Military District of Washington (A)
ATTN: ANME-OCS
Building 4216
20755-5081

Mr. Jerome Newell*
AC 301/677-5136

National Security Agency (DoD)
P.O. Box 6000, SADB
9800 Savage Road, Suite 6622
20755-6000

Mrs. Janet H. Taylor
AC 301/688-6678

Defense Commissary Agency
Northeast Region
ATTN: NE/AM, Building 2257
20755-5220

Mr. Douglas Cook
AC 301/677-9095

Frederick

U.S. Army Medical Research & Materiel (A)
Command, ATTN: MCMR-ACQ
Fort Detrick
21702-5012

Mr. Herman Willis
AC 301/619-2471

Naval Medical Logistics Command (N)
Acquisition Management Department
Fort Detrick, Bldg. 521
21702-5015

LCDR Ben P. Persinger
Ms. Shirley Overcash
AC 301/619-3015
AC 301619-3014

Havre DeGrace

USPFO for Maryland (A)
301 Old Bay Lane
State Military Reservation
21078-4094

Col Walter Mueller
AC 410/278-8450

Indian Head

Naval Surface Warfare Center (N)
Indian Head Division
Code 11SQB
101 Strauss Avenue
20640-5035

Ms. Donna L. Feaganes
Ms. Joyce A. Weaver
AC 301/743-6604 or 6651

Naval Surface Warfare Center (N)
Indian Head Division
OIC Naval Facilities Contracts
Building 351, Code 09RC
20640

Ms. Carolyn Cooper
AC 301-743-4112

Patuxent River

Naval Air Warfare Center (N)
Aircraft Division
Code 2.6 LW, Mail Stop 32
22541 Millstone Road, Bldg. 588
20670-5304

Ms. Lorraine Williams
AC 301/342-7567
ext. 103

Naval Air Station (N)
ROICC Naval Facilities Contracts
Code 88, Bldg. 504
20670-5504

Ms. Irene Hill
AC 301/342-3854

Silver Spring

Naval Surface Warfare Center (N)
Dahlgren Division, Code C2K
10901 New Hampshire Avenue
20903-5000

Mr. James B. Howard*
AC 301/394-1339

Towson

DCMC Baltimore (DLA)
200 Towsontown Blvd. West
21204-5299

Mr. Gregory W. Prouty*
Ms. Deborah A. Barnes*
Ms. Donna Ports*
AC 410/339-4809

MASSACHUSETTS**Bedford**

Electronic Systems Center/BC (AFMC) (AF)
275 Randolph Road
Hanscom AFB
01731-2818

Mr. Alan Hart*
Mr. Dave Condon
AC 617/377-4973/4974

Defense Technical Info. Center
Boston On-Line Service Facility
N. Eastern Regional Office
5 Wright Street
Building 1103, Hanscom AFB
01731-3012

Mr. Randall Bergmann
AC 617/377-2413

Boston

DCMD East (DLA)
495 Summer Street
02210-2184

Mr. John T. McDonough*
Ms. Linda J. Almonte*
AC 617/753-4317/4318
Toll Free:
1-800-321-1861

DCMC Boston (DLA)
495 Summer Street
02210-2184

Mr. Philip R. Varney*
Ms. Ann Howell*
AC 617/753-3467/4110

Chicopee Falls

439 LSS/LGC (AFRES) (AF)
100 Logistics Drive, Suite 200
01022-1531

Mr. Michael LaFortune
AC 413/557-3508

Fort Devens

Contracting Office (A)
ATTN: AFZD-DOC
01433-5340

Mr. Jim Dijak
AC 508/796-2430

Natick

U.S. Army Soldiers Systems Command (A)
ATTN: AMSSC-ZSB
258 Kansas Street
01760-5008

Mr. Phil Haddad, Jr.*
AC 508/233-4995

USPFO for Massachusetts (A)
143 Speen Street
01760-2599

Col Anthony Spadorcia
AC 508/233-5730

South Wemouth

Naval Air Station (N)
OIC Naval Facilities Contracts
Bldg. 11
02190-5000

Mr. Scott Nirk
AC 617/786-2666

Waltham

U.S. Army Engineer Division, New England (A)
ATTN: CENED-DB
424 Trapelo Road
02254-9149

Mr. Charles W. Coe
AC 617/647-8668

MICHIGAN**Battle Creek**

Defense Reutilization & Marketing
Service (DLA)
Federal Center
74 Washington Ave., North
49017-3092

Ms. Tracey Murdock
AC 616/961-7104

Defense Logistics Services Center (DLA)
Federal Center
74 Washington Ave., North
49017-3084

Mr. Joseph McClenahan
AC 616/961-4358

Detroit

U.S. Army Engineer District, Detroit (A)
ATTN: CENCE-CT
P. O. Box 1027
48231-1027

Ms. Wanda Carter-Davis
AC 313/226-5148

Grand Rapids

DCMC Grand Rapids (DLA)
Riverview Center Building
678 Front Street N.W.
49504-5352

Mr. George Harrison *
AC 616/456-2620

Lansing

USPFO for Michigan (A)
3111 W. Saint Joseph Street
48913-5102

Col George Higginson
AC 517/483-5702

Marquette

410 CONS/CC (ACC) (AF)
417 A Avenue, Suite 112
KI Sawyer AFB
49843-3299

Mr. Vince M. Reed
AC 906/372-2264

Warren

U.S. Army Tank-Automotive & Armaments
Command (A)
ATTN: AMSTA-CB
48397-5000

Ms. Patricia Redding*
AC 810/574-5388/5406

DCMC Detroit (DLA)
Defense Logistics Agency
48397-5000

Mr. David C. Boyd*
AC 810/574-4474

MINNESOTA**Bloomington**

DCMC Twin Cities (DLA)
3001 Metro Drive, Suite 200
55425-1573

Mr. Otto Murry, IV*
Ms. Rosalind Vidhamali
AC 612/335-2003

Little Falls

USPFO for Minnesota (A)
P. O. Box 288, Camp Ripley
56345-0288

Col Charles W. Andres
AC 320/632-7331

Minneapolis

934 LG/LGC (AFRES) (AF)
760 Military Highway
Minneapolis-St. Paul International
Airport - ARS
55450-2000

Ms. Marilyn Scott
AC 612/725-5595

New Brighton

Twin Cities Army Ammunition Plant (Inactive) (A)
ATTN: SMCTC-CO
55112-5700

Mr. Michael Fix
AC 612/633-2301

St. Paul

U.S. Army Engineer District, St. Paul (A)
ATTN: CENCS-CT
180 E. Kellogg Blvd., Room 1421
55101-1479

Ms. Patricia Johnson
AC 612/290-5414

MISSISSIPPI**Bay St. Louis**

Naval Research Laboratory Detachment (N)
Code 3250, Bldg. 9121
39529-5004

Ms. Patricia Lewis
AC 601/689-8990

Biloxi

81 CONS/CC (AETC) (AF)
200 5th Street, Suite 101
Keesler AFB
39534-2102

Ms. Linda Falks
AC 601/377-3131

Resident OIC of Construction (N)
Gulfport Area Office
Naval Facilities Contracts
100 Annex Road, Suite 101
39531-3111

Mr. Darryl W. Hawkins
AC 601/377-8581

Columbus

14 CONS/CC (AETC) (AF)
555 7th Street, Suite 113
Columbus AFB
39710-1006

Ms. Pat Mays
AC 601/434-7802

Gulfport

Naval Construction Battalion Center (N)
Building 322, Code 522
5200 CBC Second St.
39501-5001

Mr. Bennie Boren
Ms. Odessa Lamb
AC 601/871-2281

Naval Construction Battalion Center (N)
OIC Naval Facilities Contracts
Building 322, Code 480
5200 CBC 2nd Street
39501-5000

Ms. Debbie Mattingly
AC 601/871-2160

Jackson

USPFO for Mississippi (A)
144 Military Drive
39208-8860

Col Sonny D. Jones
AC 601/936-7600

Meridian

Naval Air Station (N)
Supply Department, Code 190
39309-5000

LCDR Robert E. Baker
AC 601/679-2165

Naval Air Station (N)
OIC/ROICC NAVFAC Contracts
P.O. Box 4, Code R22
1055 Allen Road
39309-5111

Mr. Barry Leaver
AC 601/679-2114

Pascagoula

SUPSHIP, Conversion, and Repair, (N)
Code 450
P.O. Box 7003
39568-7003

Mr. Charles W. Farrior
Mr. Kenneth L. Inman
AC 601/769-4179
AC 601-769-4354

Naval Station (N)
OIC Naval Facilities Contracts
Code 047
39567-5000

Ms. Raylene French
AC 601/761-2054

Stennis Space Center

Mississippi Army Ammunition Plant (Inactive) (A)
39529-7000

Ms. Elaine Robinson
AC 601/689-8904

Naval Oceanographic Office (N)
Contracting Department
Building 9134, Code N45
Stennis Space Center
39522-5001

Ms. Mona M. Fletcher
Ms. Brenda G. Spence
AC 601/689-8369

Naval Research Laboratory Detachment
Code 3250, Bldg. 9121
Stennis Space Center
39529-5004

Ms. Patricia Lewis
Mr. John Adams
AC 601/689-8990

Vicksburg

U.S. Army Engineer District, Vicksburg (A)
ATTN: CELMK-DB
2101 North Frontage Road
39181-5191

Ms. Shirley H. Reed
AC 601/631-5347

U.S. Army Engineer Division (A)
Lower Mississippi Valley
ATTN: CELMV-DB
P.O. Box 80
39181-0080

Mr. Jonathan Hatcher
AC 601/634-7135

U.S. Army Engineer Waterways (A)
Experiment Station, ATTN: CEWES-DB
3909 Halls Ferry Road
39180-6199

Mr. A. J. Breithaupt
AC 601/634-2424

MISSOURI

Fort Leonard Wood

U.S. Army Engineer Center & (A)
Fort Leonard Wood
P. O. Box 140, Bldg. 606
ATTN: ATZT-DOC
65473-0140

Ms. Dee Snider
AC 314/596-0256

Independence

Lake City Army Ammunition Plant (Active) (A)
ATTN: SMCLA-CA
64051-0250

Mr. Jack Lees
AC 816/796-7131

Jefferson City

USPFO for Missouri (A)
ATTN: Ike Skelton Train. St.
7101 Military Circle
65101-1200

Col Allen L. Stark
AC 314/526-9707

Kansas City

U.S. Army Engineer District, Kansas City (A)
700 Federal Bldg., ATTN: CEMRK-EX-DB
601 E. 12th Street
64106-2896

Vacant
AC 816/426-2028

Marine Corps Support Activity (N)
Contracting Office
3805 E. 155th Street
64147-1309

Ms. M. Gayle Williams
AC 816/843-3712

Knob Noster

509 CONS/CC (ACC) (AF)
850 Arnold Avenue
Whiteman AFB
65305-5402

Mr. Bill Krause
AC 816/687-3641

St. Louis

U.S. Army Aviation and Troop Command (A)
ATTN: AMSAT-C-V
Building I02
4300 Goodfellow Blvd.
63120-1798

Mr. David Seitz
AC 314/263-2223

U.S. Army Engineer District, St. Louis (A)
1222 Spruce Street, ATTN: CELMS-DB
63103-2833

Mr. Kerry A. Powell*
AC 314/331-8513

Defense Mapping Agency (DoD)
3200 S. Second St., MS-L-13
63118-3399

Ms. Karen Corder
AC 314/260-1206

DCMC St. Louis (DLA)
1222 Spruce Street
Federal Mart Building
63103-2811

Mr. William W. Wilkins*
Mr. Louis Medina*
AC 314/331-5476
Toll Free: 800-325-3419

Technical Applications Contracting Office
ATTN: AMSAT-D-TK
4300 Goodfellow Blvd.
63120-1798

Ms. Kay Hucke
AC 314/263-3299

MONTANA**Great Falls**

341 CONS/LGC (AFSPC) (AF)
7015 Goddard Drive
Malmstrom AFB
59402-6863

Mr. Gary C. Bates
AC 406/731-4015

Helena

USPFO for Montana (A)
P. O. Box 1157
59624-1157

Col George Donnelly
AC 406/444-7935

NEBRASKA**Grand Island**

Cornhusker Army Ammunition Plant (Inactive) (A)
102 N. 60th Road
68801-2401

Mr. Thomas Jamieson
AC 308/381-0313

Lincoln

USPFO for Nebraska (A)
1234 Military Road
68508-1092

Col Stephen Robinson
AC 402/471-7510

Omaha

U.S. Army Engineer District Omaha (A)
ATTN: CEMRO-CT-DB
215 N. 17th St., Rm. 1604
68102-4978

Mr. Hubert J. Carter, Jr.
AC 402/221-4110

U.S. Army Engineer Division, Missouri River (A)
ATTN: CEMRD-CT
12565 W. Center Road
68144-3869

Mr. Wendell G. Jones
AC 402/697-2440

55 CONS/LGC (ACC) (AF)
106 Peace Keeper Drive
Suite 2N3, MMB09
Offutt AFB
68113-4009

Mr. Joseph Breault
AC 402/294-2455

NEVADA**Carson City**

USPFO for Nevada (A)
2601 S. Carson Street
89701-5596

Col Robert Hayes
AC 702/887-7201

Fallon

Naval Air Station (N)
Supply Department, Code 201
4755 Pasture Rd.
89496-5000

SKCS Paul Marcado
Mr. James Ferguson
AC 702/426-2751

Naval Air Station (N)
OIC Naval Facilities Contracts
Code 7576
Bldg. 307, 2nd Floor
89496-5000

Ms. Jeannie Brown
Mr. Timothy Rockey
AC 702/426-2225

Hawthorne

Hawthorne Army Ammunition Plant (A)
ATTN: SMCHW-CA
89415-5000

Mr. Florentino Cardenas
AC 702/945-0313

Las Vegas

554 CONS/CC (ACC) (AF)
5865 Swaab Boulevard
Nellis AFB
89191-7063

Mr. George Salton
AC 702/652-4003

NEW HAMPSHIRE**Hanover**

U.S. Army Cold Regions Research &
Engineering Laboratory (A)
ATTN: CECRL-LM-CB
72 Lyme Road
03755-1290

Mr. Charles Zdunczyk
AC 603/646-4390

Portsmouth

Naval Shipyard (N)
Purchasing Division
Code 530.SB
03801-2590

Ms. Sheryl A. Martin *
AC 207/438-2233

Naval Shipyard (N)
OIC Naval Facilities Contracts
Building H29, Box 2032
03801-2032

Ms. Elizabeth Cummings
AC 207/438-4602

Concord

USPFO for New Hampshire (A)
P. O. Box 2003
03302-2003

Col Teddy Kehr
AC 603/225-1210

NEW JERSEY**Bayonne**

Military Traffic Management Command (A)
Eastern Area, ATTN: MTELO-C
Military Ocean Terminal, Bldg. 42
07002-5302

Mrs. Marie Grasso
AC 201/823-6509

Military Sealift Command Atlantic (N)
32nd Street, Code N00B
Building 42, 4th Floor
07002-5339

Ms. Karen R. D'Antico
AC 201/823-7113

Colts Neck

Naval Weapons Station Earle (N)
OIC Naval Facilities Contracts, Code 09A2
201 Highway 34 South, Bldg. C-23
07722-5035

Ms. Theresa Hoffman
AC 908/866-2135

Dover

U.S. Army Armament RD&E
Center (A)
ATTN: AMSTA-AR-SB
07806-5000

Ms. Sue Wright *
AC 201/724-4106

Fort Dix

Directorate of Contracting (A)
ATTN: AFZT-DOC
08640-6150

Mr. Marvin Kastberg
AC 609/562-2487

Fort Monmouth

U.S. Army Communications-Electronic (A)
Command
ATTN: AMSEL-SB
07703-5005

Mr. Art Widmaier*
AC 908/532-4511/12

U.S. Army Research Laboratory (A)
ATTN: AMSRL-OP-PR-FM
07703-5601

Ms. Margaret Kasper
AC 908/544-3404

Lawrenceville

USPFO for New Jersey (A)
131 Eggert Crossing Rd.
08648-2898

Col Kenneth W. Whilden
AC 609/530-6732

Lakehurst

Naval Air Warfare Center (N)
Aircraft Division
Code 20.S-129-2, Building 129
08053-5082

Ms. Royanne D. Ortiz
AC 908/323-2812

Naval Air Warfare Center (N)
Aircraft Division
OIC Naval Facilities Contracts
Building 5
08733-5011

Ms. Bonnie Price
AC 908/323-7556

Picatinny

DCMC Springfield (DLA)
Building 1, ARDEC
07806-5000

Mr. Ottis Boggs
AC 201/724-8204

Trenton

Naval Air Warfare Center (N)
Aircraft Division, Code SUA
1440 Parkway Avenue
P.O. Box 7176
08628-0176

Mr. Rodolfo Villarreal
AC 609/538-6640

Wrightstown

305th Airlift Mobility Wing (LGC) (AF)
3563 Lancaster Avenue
McGuire AFB
08641-1712

Ms. Joan Fine
AC 609/724-2413

NEW MEXICO**Alamogordo**

49 CONS/COV (ACC) (AF)
1210 49th Avenue
Holloman AFB
88330-7908

Ms. Linda Rae Johnson
AC 505/475-3048

Albuquerque

U.S. Army Engineer District, Albuquerque (A)
P. O. Box 1580
87103-1580

Mr. James Van Nest*
AC 505/766-8334

Phillips Laboratory/BC (AFMC) (AF)
3651 Lowry Avenue, SE
Building 499, Room 100
Kirtland AFB
87117-5777

Ms. Judy Jaramillo *
AC 505/846-8515

Defense Nuclear Agency Field
Command (DoD)
Acquisition Management Office
ATTN: FCA, Kirtland AFB
87115

Mr. Otis M. Shaw
AC 505/844-8242

DTIC South Western Regional Office
Phillip Labortory/T
3550 Albuquerque Avenue, SE
Kirtland AFB
87117-5776

Ms. Margaret Putnam
AC 505/846-6797

Clovis

27 CONS/CC (ACC) (AF)
100 N. Torch Boulevard
Cannon AFB
88103-5131

Mr. Bill Shockley
AC 505/784-2321

Santa Fe

USPFO for New Mexico (A)
47 Bataan Blvd.
87505

Col Isaac Alvarado
AC 505/474-1800

White Sands

U.S. Army White Sands Missile Range (A)
ATTN: STEWS-SBA
88002-5031

Mr. Luis Sosa*
AC 505/678-1401

U.S. Army Research Laboratory (A)
ATTN: AMSRL-OP-PR-WS
Contracting Branch, Bldg. 1647
White Sands Missile Range
88002-5513

Mr. Steven Watters
AC 505/678-8260

Officer in Charge of Construction (N)
Naval Air Warfare Center
Code 009RY/3A
88002-5510

Ms. Geneve Trujillo
AC 505/678-3548

NEW YORK**Buffalo**

U.S. Army Engineering District, Buffalo (A)
1776 Niagara Street
ATTN: CENCB-CT
14207-3199

Ms. Mary Price
AC 716/879-4252

Garden City (L.I.)

DCMC Long Island (DLA)
605 Stewart Avenue
11530-4761

Ms. Eileen Kelly*
AC 516/228-5722

Latham

USPFO for New York (A)
330 Old Niskayuma Road
12110-2224

Col Frank Polis
AC 518/786-4710

New York City

U.S. Army Engineer District, New York (A)
26 Federal Plaza, Room 1843
ATTN: CENAN-CT
10278-0090

Ms. Ella Snell
AC 212/264-0238

U.S. Army Engineer Division, N. Atlantic (A)
ATTN: CENAD-DB
90 Church Street, Room 1230
10007-2979

Vacant
AC 212/264-2820

Niagara Falls

914 AG/LGC (AFRES) (AF)
800 Kirkbridge Drive
Niagara Falls International Airport - ARS
14304-5000

Mr. Dennis Pasiak
AC 716/236-2177

Plattsburgh

380th Air Refueling Wing (AMC) (AF)
11 Ohio Avenue
Plattsburgh AFB
12903-3506

Mr. Alfred N.M. Horner
AC 518/565-7433

Rome

Officer in Charge (N)
OIC Naval Facilities Contracts
153 Brooks Road
13441-5000

Mr. Richard Dabrowski
AC 315/330-3227

Rome Laboratory/BC (AFMC) (AF)
26 Electronic Parkway
Griffiss AFB
13441-4514

Ms. Janis Norelli
AC 315/330-4020

416 CONS/CC (ACC) (AF)
375 Brooks Road
Griffiss AFB
13441-4506

Mr. James Sechrist
AC 315/330-7785

Staten Island

Resident, OIC of Construction (N)
OIC Naval Facilities Contracts
109 Mont Sec Avenue
10305-5015

Mr. Felix Kozak
AC 718/816-1111

DCMC New York (DLA)
Ft. Wadsworth
207 New York Avenue
Staten Island, NY
10305-5013

Mr. John Castellane*
Mr. Salvatore Zaffiro*
AC 718/390-1016/1017

Syracuse

DCMC Syracuse (DLA)
615 Erie Boulevard, West
13204-2408

Mr. Ralph Vinciguerra*
Mr. James J. Rooney *
AC 315/448-7897/7809

Watertown

10th Mountain Div. & Ft Drum (A)
ATTN: AFZS-DOC
13602-5000

Mr. Bruce Ferguson
AC 315/772-6514

Watervliet

Watervliet Arsenal (A)
ATTN: SIOWV-PPA
12189-4050

Ms. Elizabeth Brownell
AC 518/266-5765

West Point

U.S. Military Academy (A)
ATTN: MADC
10996-1594

Ms. Eleanor Lincoln
AC 914/938-2473

NORTH CAROLINA

Camp LeJeune

Marine Corps Base (N)
Contracting Division
P. O. Box 2004
28542-5000

Mr. Lewis B. Hendricks
AC 919/451-5520

Marine Corps Base (N)
OIC Naval Facilities Contracts
1005 Michael Road
28547-2521

Ms. Janice Gurganus
Mr. Ronald M. Black
AC 910/451-2582
AC 910/451-5598

Cherry Point

Marine Corps Air Station (N)
Supply Directorate
PSC Box 8018
28533-0018

Mr. Phillip A. Radford
AC 919/466-3335

Marine Corps Air Station (N)
OIC Facilities Support Contracts
PSC Box 8006, Stop 5, Bldg. 87
28533

Ms. Linda Dowling
AC 919/466-4190

Marine Corps Air Station (N)
OIC Naval Facilities Contracts
Building 163
PCS Box 8006
28533-0005

Ms. Marsha Temple
AC 919/466-4751

Fayetteville

XVIII Abn Corps & Ft. Bragg (AF)
ATTN: AFZA-DC-S
Drawer 70120
28307-0120

Mr. Glen West
AC 910/396-4362
ext. 205

USA Special Operations Command (A)
Building E-2929
Fort Bragg
28307-5200

Ms. Jane Sutherlin
AC 910/432-4126

23rd CONS/CC (ACC) (AF)
1443 Reilly Road, Suite C
Pope AFB
28308-2896

Mr. Martin Honan
AC 910/394-6244

24th Special Tactics Squadron (AF)
Building 3-1947, Room 108
Pope AFB
28308-5000

Ms. Connie Burgess
AC 910/396-1345

Goldsboro

4 CONS/CC (ACC) (AF)
1695 Wright Avenue
Seymour Johnson AFB
27531-2463

Mr. Steve Murphy
AC 919/736-5712
ext. 238

Raleigh

USPFO for North Carolina (A)
4201 Reedy Creek Road
27607-6412

Col Ronnie Creasman
AC 919/664-6200

Research Triangle Park

U. S. Army Research Office (A)
ATTN: AMXRO-PR
P. O. Box 12211
27709-2211

Mr. Larry Travis
AC 919/549-4271

Wilmington

U. S. Army Engineer District, Wilmington (A)
ATTN: CESAW-DB
P. O. Box 1890
28402-1890

Ms. Annie Nixon-Sidberry
AC 919/251-4864

NORTH DAKOTA**Bismarck**

USPFO for North Dakota (A)
P. O. Box 5511
58502-5511

Col Donald Huber
AC 701/224-5202

Grand Forks

319 Air Refueling Wing/LGC (AMC) (AF)
575 Sixth Avenue, Bldg. 418
Grand Forks AFB
58205-6436

Mr. Stuart Neset
AC 701/747-5256

Minot

5 CONS/CC (ACC) (AF)
211 Missile Avenue
Minot AFB
58705-5057

Ms. Ferral Browne
AC 701/723-4188

OHIO**Cincinnati**

U. S. Army Engineer Division, Ohio River (A)
ATTN: CEORD-ET-DB
P. O. Box 1159
45201-1159

Mr. Larry Cook
AC 513/684-3048

Cleveland

DCMC Cleveland (DLA)
555 E. 88th Street
44199-2064

Mr. Herman G. Peaks*
Ms. Barbara Gaines*
AC 216/522-5446/6582

Columbus

Defense Supply Center Columbia (DLA)
3990 East Broad Street
43216-5000

Mr. Howard A. (Tony) Griffin*
Mr. Jerry S. Wade*
Mr. Michael A. Taylor*
Ms. Vikki Hawthorne*
Ms. Patricia Loser*
Ms. Cynthia Nevin*
AC 614/692-3451/2663
Toll Free: 1-800-262-3272

USPFO for Ohio (A)
2811 W. Dublin Granville Road
43235-2788

Col William L. Zieber
AC 614/889-7201

Dayton

HQ AFMC/PKD (AF)
4375 Chidlaw Road, Suite 6
Wright-Patterson AFB
45433

Mr. Robert Kennedy**
AC 513/257-7632

Contracting Division/BCO (AFMC) (AF)
1940 Allbrook Drive, Suite 3
Wright-Patterson AFB
45433-5000

Mr. Norman Hayes
Ms. Barbara Roe
AC 513/257-2324

Aeronautical Systems Center/BC (AFMC) (AF)
2196 D Street
Wright-Patterson AFB
45433-7201

Ms. Vera Callaway
Ms. Pat Deschaine
Ms. Yolanda Earley
AC 513/255-5422

Wright Laboratory (AF)
Directorate of R&D Contracting
2530 C Street, Building 7
Aeronautical Systems Center/BCS (AFMC)
Wright-Patterson AFB
45433-7607

Ms. Barbara Riley
AC 513/255-3825

DCMC Dayton (DLA)
Gentile Station
1001 Hamilton Street
45444-5300

Mr. Thomas E. Watkins *
AC 513/296-5150

Newark

Aerospace Guidance and Metrology (AF)
Center (AFMC)
Directorate of Contracting (PK-2)
813 Irving-Wick Drive, West
Newark AFB
43057-0027

Mr. Floyce Spencer
AC 614/522-7289

Ravenna

Ravenna Army Ammunition Plant, (Inactive) (A)
8451 State Route 5
44266-9297

Mr. John Cicero
AC 216/358-7111

Vienna

910 AG/LGC (AFRES) (AF)
3976 King Graves Road
Youngstown Regional Airport
44473-0910

Mr. Edward Zapata
AC 216/392-1155

OKLAHOMA**Altus**

97 Air Mobility Wing/LGC (AETC) (AF)
205 S. 6th Street, Building 318
Altus AFB
73523-5147

Mr. Steven S. Young
AC 405/481-7320

Enid

71 FTW/CVC (AETC) (AF)
Vance AFB
73705-5037

Mr. Gary Kelso
AC 405/249-7565

Fort Sill

U. S. Army Field Artillery Center (A)
and Fort Sill
P.O. Box 3501
ATTN: ATZR-Q
73503-0501

Mr. Bernard Valdez
AC 405/442-6561

McAlester

McAlester Army Ammunition Plant (A)
ATTN: SMCMC-PC
74501-5000

Mr. Clifford Caldwell
AC 918/421-6479

Oklahoma City Air Logistics Center/BC (AF)
3001 Staff Drive, Suite 1AJ84A
Tinker AFB
73145-3009

Ms. Betty Thomas *
AC 405/739-2601

HQ CSC/PK (AF)
4008 Hilltop Road
Tinker AFB
73145-2713

Ms. Karen Nobles
AC 405/734-9394

USPFO for Oklahoma (A)
3501 Military Circle, N. E.
Oklahoma City
73111-4398

Col Robert Armstrong
AC 405/425-8213

Tulsa

U. S. Army Engineer District, Tulsa (A)
P. O. Box 61, ATTN: CESWT-DB
74121-0061

Mr. R. L. Hedrick
AC 918/669-7269

OREGON**Portland**

U. S. Army Engineer District, Portland (A)
P. O. Box 2946, ATTN: CENPP-DB
97208-2946

Ms. Renee Baron
AC 503/326-4079

U.S. Army Engineer Division, N. Pacific (A)
P. O. Box 2870
97208-2870

Mr. Ronald J. Yasenchak
AC 503/326-3797

Salem

USPFO for Oregon (A)
P.O. Box 14840
97309-5008

Col Herbert Sims
AC 503/945-3943

PANAMA**Canal Zone**

24 CONS/CC (ACC) (AF)
Building 715
Howard AFB
APO AA 34001-5000

LTC Brenda Jackson-Sewell
AC 011/507-84-4114

PENNSYLVANIA**Annaville**

Fort Indiantown Gap (A)
ATTN: AFZH-DI-P
17003-5000

Mr. William Potters
AC 717/861-2927

USPFO for Pennsylvania (A)
Dept. of Military Affairs
17003-5003

Col Allen L. Kifer
AC 717/861-8743

Carlisle Barracks

U.S. Army Garrison (A)
ATTN: ATZE-DOC-C, Bldg. 46
17013-5002

Ms. Kathy Z. Mulholland
AC 717/245-4816

Chambersburg

Letterkenny Army Depot (A)
ATTN: SIOLE-P
17201-4152

Vacant
AC 717/267-9007

Lester

Naval Facilities Engineering Command (N)
Northern Division, Code 09J
10 Industrial Hwy., Mail Stop 82
19113-2090

Ms. June Schwartz
AC 610/595-0637

Mechanicsburg

Navy Inventory Control Point (N)
Code 0062
5450 Carlisle Pike
P.O. Box 2020
17055-0788

Ms. Helen Katz*
Ms. Carol S. Decker*
AC 717/790-6625

Naval Supply Systems Command (N)
Building 9
P.O. Box 2050
17055-0791

Mr. Mark Opilla
AC 717/790-3575

Naval Inventory Control Center (N)
OIC Naval Facilities Contracts
Bldg. 305. Code M081C
P.O. Box 2020
17055-0788

Mr. Jim Nihoff
AC 717/790-4579

New Cumberland

Defense Distribution Region East (DLA)
ATTN: ASCE-PA
17070

Ms. Marlene S. Dubose
AC 717/770-7107

Philadelphia

U.S. Army Engineer District, Philadelphia (A)
ATTN: CENAP-DB
100 Penn Square E., Wanamaker Bldg.
19107-3390

Mr. John Sheplock
AC 215/656-6867

Navy Inventory Control Point (N)
Code P0061
700 Robbins Avenue, Rm. 2213A
19111-4098

Ms. Nina Evans*
AC 215/697-2806

Fleet & Industrial Supply Center (N)
Philadelphia Detachment, Code 09B
Naval Base, Building 2B
19112-5082

Mr. Harry T. Brydon *
AC 215/697-9555

Naval Surface Warfare Center (N)
Carderock Division, Code 303
Building 47, 1st Floor
U. S. Naval Base
19112-5083

Ms. Blanche D. Geyer
AC 215/897-1519
AC 215/897-8172

Naval Base (N)
OIC Naval Facilities Contracts
Bldg. 1, First Floor
19122-5094

Ms. Betty Ann Staab
AC 215/897-6492

Naval Aviation Engineering Service Unit (N)
Bldg. 2A, Code 2.6.1B2
700 Robbins Avenue
19111-5084

Ms. Pat Livingstone
AC 215/697-0133

Defense Industrial Supply Center (DLA)
700 Robbins Avenue
19111-5096

Mr. Ricardo J. Sacidor *
Ms. Gwendolyn Crespina *
Ms. Rosanne Sarkissian *
AC 215/697-2747
1-800-831-1110

Defense Personnel Support Center (DLA)
2800 South 20th Street
P. O. Box 5099
19145-5099

Mr. Roger Dixon*
Ms. Genevieve Venturo*
Ms. Mary Ann Farrell*
Mr. Matthew Johnson*
Ms. Suzanna Kershaw*
Ms. Arlene Ruble*
Mr. Al Finch*
AC 215/737-2321
1-800-523-0705

DCMC Philadelphia (DLA)
2800 South 20th Street
P. O. Box 7699
19101-7699

Ms. Julia Graciano*
Mr. Jan Mirijanian*
AC 215/737-5818/3560

Pittsburgh
DCMC Pittsburgh (DLA)
1612 William Moorehead Fed. Bldg.
1000 Liberty Avenue
15222-4190

Mr. Rich Spanard*
AC 412/644-5926

U. S. Army Engineer District, Pittsburgh (A)
ATTN: CEORP-CT
1000 Liberty Avenue
15222-4186

Ms. Barbara Fisher
AC 412/644-6929

911 AG/LGC (AF)
Greater Pittsburgh Int'l Airport
316 Defense Avenue, Suite 101
15108-4403

Mr. Daniel Lucci
AC 412/474-8119

Hays Army Ammunition Plant (Inactive) (A)
15207-1969

Contact Scranton Army Ammo
Plant

Reading

DCMC Reading (DLA)
1125 Berkshire Blvd., Suite 160
19610-1249

Mr. Thomas C. Knudsen*
AC 610/320-5012

Scranton

Scranton Army Ammunition Plant , Active (A)
ATTN: SMCSC-CA
156 Cedar Avenue
18505-1138

Mr. Frank Pascucci
AC 717/342-1368

Tobyhanna

Tobyhanna Army Depot (A)
ATTN: SDSTO-K
11 Hap Arnold Boulevard
18466-5100

Mr. Thomas Garubba
AC 717/895-7232

Warminster

Naval Air Warfare Center (N)
OIC Naval Facilities Contracts
P.O. Box 5152, Code 0642
18974-0591

Ms. Gail Thomsen
AC 215/441-3806

Willow Grove

913 AG/LGC (AFRES) (AF)
1051 Fairchild St.
Willow Grove ARS
19090-5203

Mr. Robert J. O'Brien
AC 215/443-1058

Naval Air Station (N)
Joint Reserve Base
OIC Naval Facilities Contracts
Public Works, Bldg. 78, Code 80C
Skyhawk Ave., P.O. Box 11
19090-5010

Ms. Edna Hughes
AC 215/443-6227

PUERTO RICO

Roosevelt

U.S. Naval Station, Roosevelt Roads (N)
Supply Office, Code N402
PSC 108, P.O. Box 3002
FPO AA
34051

Mr. Cesar Ramos
AC 809/865-4349

U.S. Naval Station (N)
Code N02C-A1, PSC 1008
Box 3021
FPO, AA 34051-3021

Mr. Mario Aponte
AC 809/865-3092

U.S. Naval Station, Roosevelt Roads (N)
OICC Naval Facilities Contracts
PSC 1008, Box 3976
FPO, AA 34051-3976

Mr. Luis Torres
AC 809/865-2050

San Juan

DCMC Puerto Rico (DLA)
209 Chapel Drive
Navy Security Group Activity
Sabana Seca, PR
00952

Mr. Orlando Coriano*
AC 809/795-3202

USPFO for Puerto Rico (A)
P. O. Box 34069
Ft. Buchanan
00934-4068

Col Jose A. Maldonado
AC 787/277-7601

Contracting Division (A)
ATTN: AFZK-B-DOC
Fort Buchanan
00934-5000

Ms. Joyce Vega
AC 809/273-3323

RHODE ISLAND

Newport

Naval Undersea Warfare Center (N)
Code OOSB, Bldg. 11
1176 Howell St.
02840

Mr. David Rego*
AC 401/841-2442
ext.270

Fleet & Industrial Supply Center (N)
Norfolk, Newport Detachment
63 Chandler St.
02841-1706

Mr. Ronald Audette
AC 401/841-2006

Naval Education Training Center (N)
OIC Naval Facilities Contracts
One Simonpietri Drive
02841-1712

Ms. Karen Sampson
AC 401/841-2543

Providence

USPFO for Rhode Island (A)
330 Camp Street
02906-1954

Col John Altieri
AC 401/457-4202

SOUTH CAROLINA

Beaufort

Marine Corps Air Station (N)
Public Works Division, FSC Office
OIC Naval Facilities Contracts
P.O. Box 55010
29904-5014

Ms. Debbie Foss
AC 803/522-7769

Naval Hospital (N)
Material Management Dept.
P.O. Box 6127, Code 011M
29902-6148

Ms. G. Louise Sanford
AC 803/525-5374

Naval Hospital (N)
OIC Naval Facilities Contracts
P.O. Box 6128
29902-6148

Ms. Pat Fischer
AC 803/525-5600
ext. 5434

Charleston

U. S. Army Engineer District, Charleston (A)
P. O. Box 919, CESAC-CT
29402-0919

Ms. Christy C. Watts
AC 803/727-4204

Fleet & Industrial Supply Center (N)
Code 04
1545 2nd St. W., Suite C
29408-1968

Mr. John E. Thomas
AC 803/743-4593
ext. 1

Naval Facilities Engineering Command (N)
Southern Division, Code 09J
P. O. Box 190010
2155 Eagle Drive
29419-9010

Mr. Ronald (Mike) Wells*
Ms. Virginia West
AC 803/820-5935
AC 803/820-5503

Naval Base, Charleston Area (N)
ROICC Naval Facilities Contracts
2316 Redbank Rd., Suite 100, Bldg. 71
Goose Creek
29445-8601

Ms. Carol Lloyd
AC 803/764-4112

Naval Weapons Station (N)
Code 11A, Building 1
29408-7000

Mr. S. E. Richardson
AC 803/764-7965/7721

Polaris Missile Facility, Atlantic (N)
Supply Office , Code SPC-443
29408-5700

Ms. Maria F. Madison
AC 803/764-7615

Naval Weapons Station, Charleston (N)
Bldg. 5, Code 09A7
2316 Redbank Rd., Suite 100
Goose Creek
29445-8601

Mr. William J. Anonie.
Mr. Lee Thigpen
AC 803/764-7400

437th Airlift Wing/LGC (AF)
102 Long Street
Charleston AFB
29404-4829

Ms. Donna R. Barber
AC 803/566-5155

Charleston (North)

Naval Command, Control & Ocean (N)
Surveillance Center
NISE East, Code OAL
4600 Marriott Dr.
29406-6504

Mr. Jack Thomas
AC 803/743-4729

Naval Hospital (N)
Materials Management Dept., Code 017
3600 Rivers Ave.
29405-7769

Ms. Sylvia Boatwright
AC 803/743-7270

Columbia

U. S. Army Training Center and (A)
Fort Jackson, ATTN: ATZJ-DOC
Fort Jackson
29207-5491

Ms. Judy Snelgrove
AC 803/751-2590

USPFO for South Carolina (A)
9 National Guard Road
29201-4763

Col Donald k. Meetze
AC 803/748-4300

Parris Island

Marine Corps Recruit Depot (N)
OIC Naval Facilities Contracts
Public Works Dept., Code F3
P.O. Box 5035
29905

Mr. Joe Coward
AC 803/525-2880

Marine Corps Recruit Depot (N)
Eastern Recruiting Region
Contracts and Purchasing Division
P.O. Box 5069
29905-5069

Mr. Roy Brooks
Ms. Linda Stroh
AC 803/525-2139

Port Royal

Marine Corps Air Station (N)
Beaufort Area Office
ROICC Naval Facilities Contracts
P.O. Box 448
29935-0448

Ms. Vera M. Grainger
AC 803/525-3527
ext. 225

Sumter

20 CONS/CC (ACC) (AF)
305 Blue Jay Street
Shaw AFB
29152-5004

Mr. Jack L. Hatfield
AC 803/668-2434

SOUTH DAKOTA**Rapid**

28 CONS/LGC (ACC) (AF)
2704 George Drive
Ellsworth AFB
57706-4910

Mr. Larry Bulman
AC 605/385-1718

USPFO for South Dakota (A)
2823 West Main
57702-8186

Col Jerry Hoenke
AC 605/399-6740

TENNESSEE**Chattanooga**

Volunteer Army Ammunition Plant (Inactive) (A)
P. O. Box 22607
36422-2607

Mr. James Fry
AC 615/855-7109

Kingsport

Holston Army Ammunition Plant, Active (A)
4509 W. Stone Drive
37660-9982

Mr. William M. Dillon
AC 615/247-9111
ext. 3871

Memphis

U.S. Army Engineer District, Memphis (A)
B-202 Clifford Davis Federal Building
ATTN: CELMM-DB
38103-1894

Ms. Karen Y. Brady
AC 901/544-4146

Milan

Milan Army Ammunition Plant, Active (A)
38358-5000

Mr. Lawrence E Smith
AC 901/686-6244

Millington

Naval Support Activity, Memphis (N)
7800 3rd Avenue, Code 094
38054-5027

Mr. Luke E. Thoele
AC 901/873-5271

Naval Hospital (N)
Materials Management Dept.
6500 Navy Rd., Code 16
38054-5201

LT. Toni Y. Rudisill
AC 901/874-5814

Naval Air Station (N)
Memphis
OIC/ROICC Naval Facilities Contracts
Bldg. S-236, 7800 3rd Ave.
38054-0306

Mr. Gary D. Busby
AC 901/873-5061/5232

Nashville

U.S. Army Engineer District, Nashville (A)
P. O. Box 1070, ATTN: CEORN-CT
37202-1070

Ms. Lacy A. Campbell
AC 615/736-7276

USPFO for Tennessee (A)
P.O. Box 40748, Powell Avenue
37204-0748

Col Donald Glover
AC 615/313-3021

Tulahoma

Arnold Engineering Development (AFMC) (AF)
Center/BC
100 Kindel Drive, Suite A332
Arnold Air Force Base
37389-1332

Mr. Alan Fudge
AC 615/454-7841

TEXAS**Abilene**

7 CONS/CC (ACC) (AF)
381 3rd Street
Dyess AFB
79607-1581

Mr. William Banks
AC 915/696-2285

Austin

USPFO for Texas (A)
P. O. Box 5218
78763-5218

Col Donald M. Swayze
AC 512/465-5186

Corpus Christi

Corpus Christi Army Depot (A)
ATTN: SIOCC-C
308 Crecy Street
78419-6170

Mr. Claude Adams
AC 512/939-3957

Naval Air Station (N)
OIC Naval Facilities Contracts, Code 188
8851 Ocean Dr., Suite 139
78419-5226

Mr. Rudy Reyes
AC 512/939-2158

Naval Air Station, S. Texas Area (N)
ROICC Naval Facilities Contracts
Bldg. 19
8851 Ocean Dr., Suite 101
78419-5225

Ms. Charlotte E. Cummins
AC 512/939-2154

Naval Air Station (N)
Code 19A
11001 D St., Suite 143
78419-5021

Mr. Ron R. Martinez
AC 512/939-3662

Dallas

U.S. Army Engineer Division Southwestern (A)
1114 Commerce Street
ATTN: CESWD-DB
75242-0216

Mr. John A. Brigance
AC 214/767-2476

Naval Air Station (N)
Supply Dept., Code 70
75211-9510

Mr. Robert Osman
AC 214/266-6510

DCMC Dallas (DLA)
1200 Main Street
75202-4399

Mr. Jerome W. Anderson*
Mr. Willis E. Jones*
AC 214/670-9205
Toll Free: 1-800-255-8574
ext. 1205

Del Rio

47 CONS/CC (AETC) (AF)
171 Alabama Avenue
Laughlin AFB
78843-5102

Ms. Juanita Vasquez
Mr. Manuel Gonzales
AC 210/298-5116

El Paso

William Beaumont Army Medical Center/ (A)
Southwest Cont. Center
ATTN: MCAA-SW
5000 Piedras St., Bldg. 7777
79920-5001

Mr. Al Caton
AC 915/569-2815

Fort Bliss

U. S. Army Air Defense Artillery Center &
Fort Bliss (A)
ATTN: ATZC-DCO
1733 Pleasonton Road
79906-5000

Ms. Colleen Burns
AC 915/568-5150

Fort Hood

III Corps & Fort Hood (A)
ATTN: AFZF-DOC
76544-5000

Ms. Sara Corley
AC 817/287-0038

HQ U.S. Army Operational Test and (A)
Evaluation Command
ATTN: CSTE-ZOC
P. O. Box Y
76544-5065

Ms. Connie Carey
AC 817/288-9570

Fort Worth

U. S. Army Engineer District, Forth Worth (A)
ATTN: CESWF-DB
P.O. Box 17300
76102-0300

Mr. Gene Hinkle
AC 817/334-4421

Naval Air Station, Joint Reserve Base (N)
OIC/ROICC Naval Facilities Contracts
Public Works Dept.
P.O. Box 27106
76127-0101

Ms. Gloria F. Estrada
AC 817/782-7086

Naval Air Station, Joint Reserve Base (N)
ROICC Naval Facilities Contracts
Code C1
1215 Depot Avenue
76127-1215

Ms. I. Ruth Heath
AC 817/782-5263

301 LG/LGC (AF)
P.O. Box 500, Building 1330
Carswell AFB
76127-5320

Mr. Don McNeil
AC 817/782-5371

Galveston

U.S. Army Engineer District, Galveston (A)
P. O. Box 1229
ATTN: CESWG-DB
77553-1229

Mr. James Rich
AC 409/766-3850

Ingleside

Naval Station (N)
OIC Naval Facilities Contracts
Code N74
262 Coral Sea Rd.
78362-5004

Mr. Michael D. Lunberg
AC 512/776-4295

Kingsville

Naval Air Station (N)
OIC Naval Facilities Contracts
Bldg. 4711, Code 1800
201 Namitz Ave., Suite 103
78363-5030

Mr. Jack R. Kopatz
AC 512/595-6464

Lubbock

64 CONS/CC (AETC) (AF)
3000 Reese Boulevard, Suite 7
Reese AFB
78489-5032

Mr. Larry Hagan
AC 806/885-3997

Marshall

Longhorn Army Ammunition Plant, (Active) (A)
75670-1059

Mr. Lewis Clark
AC 903/679-2128

San Angelo

17 CONS/CC (AETC) (N)
210 Schertz Boulevard
Goodfellow AFB
76908-4705

Mr. Walter Houston
AC 915/654-3821

San Antonio

HQ, U.S. Army Medical Command (A)
ATTN: MCAA
2706 Dunstan Road, Bldg. 2002
78234-6000

Mr. Mike Minerva
AC 210/221-9244

Central Contracting Office/ Brook Army (A)
Medical Center
ATTN: MCAA-C
1105 Beebe Loop, Bldg. 2015
78234-6000

Mr. Richard Towers, III
AC 210/221-9088

Human Systems Center/BC (AFMC) (AF)
8001 Arnold Drive
Brooks AFB
78235-5357

Ms. Renee Wesley*
Ms. Teresa Rendon
Ms. Lynn Ward
AC 210/536-4348/6376

San Antonio Air Logistics Center/BC (AFMC) (AF)
303 S. Crickett Drive, Suite 4
Kelly AFB
78241-6025

Ms. Lorraine Massie*
Ms. Flo Penman
Mr. Ramiro Martinez
AC 210/925-6918

37 CONS/CC (AETC) (AF)
1655 Selfridge Avenue
Lackland AFB
78236-5253

Mr. Jose Garza
AC 210/671-1711

AF Intelligence Agency/LEC (AF)
102 Hall Boulevard, Suite 258
78243-7030

Ms. Verna Thompson
AC 210/977-2453

HQ AETC/LGCF (AF)
550 D Street East, Suite 3
Randolph AFB
78150-4440

Mr. Bobby G. Watts**
AC 210/652-4840

12th CON/CC (AETC) (AF)
395 B Street West, Suite 02
Randolph, AFB
78150-4525

Ms. Estella Calvillo
AC 210/652-5460

AETC CONS/CC (AETC) (AF)
550 D Street, East, Suite 08
Randolph AFB
78150-4525

TSgt Mary Quinones
AC 210/652-3660

Defense Commissary Agency (DoD)
Midwest Region
300 AFCOMS Way
Kelly AFB
78241-6132

Ms. Mary Scoggins
AC 210/925-4107

DCMC San Antonio (DLA)
P. O. Box 1040
615 E. Houston Street
78294-1040

Mr. Thomas J. Bauml*
AC 210/472-4650

Texarkana
Lone Star Army Ammunition Plant (Active) (A)
75505-9101

Ms. Frances Wyatt
AC 903/334-1321

Red River Army Depot (A)
ATTN: SIORR-P
75507-5000

Mr. Robert McDonald*
AC 903/334-2974

Wichita Falls
396 CONS/CC (AETC) (AF)
1664 Avenue, Suite K
Sheppard AFB
76311-5320

Mr. Jerry W. Holmes
AC 817/676-4138

UTAH

Ogden
Ogden Air Logistics Center/BC (AFMC) (AF)
5975 Arsenal Road
Hill AFB
84056-5802

Mr. Brent L. Bradbury
Ms. Vicki Stevens
AC 801/777-4145

Dugway
U.S. Army Dugway Proving Grounds (A)
ATTN: STEDP-DOC
84022-5202

Mr. Robert O. Andrus
AC 801/831-2102

Draper
USPFO for Utah (A)
P. O. Box 2000
84020-2000

Col Bart Davis
AC 801/576-3663

Tooele
Tooele Army Depot (A)
ATTN: SDSTE-S
84074-5020

Mr. Michael Newton
AC 801/833-2616

VERMONT

Colchester
USPFO for Vermont (A)
Building 3, Camp Johnson
05446-3004

Col James Dickovick
AC 802/654-0181

VIRGIN ISLANDS

St. Croix
USPFO for Virgin Islands (A)
Rural Route, 2, Box 9200
00850-9200

Col James Adams
AC 809/772-7805

VIRGINIA

Alexandria

Army Materiel Command (A)
ATTN: AMCSB
5001 Eisenhower Avenue, Rm. 10S14
22333-0001

Ms. Ruth Massey
AC 703/617-8185

U. S. Army Topographic Engineering Center (A)
ATTN: CETEC-CT
7701 Telegraph Road
22315-3864

Ms. Mary Williams
AC 703/428-6608

Humphreys Engineer Center Support Activity (A)
ATTN: CEHEC-DB
7701 Telegraph Road
22315-3860

Ms. Deborah L. Giordano
AC 703/428-6153

U.S. Army Information Systems (A)
Selection & Acquisition Agency
2461 Eisenhower Avenue
Hoffman 1 Building
ATTN: ISSA-PP
22331-0700

Ms. Monica Godbey
Mr. Stanley Daise
AC 703/325-5779

Headquarters, Naval Facilities (N)
Engineering Command
Code FAC-OOJ
200 Stovall Street, Room 11N59
22332-5000

Ms. Linda Wright
AC 703/325-8549

Defense Special Weapons Agency (DoD)
Hybla Valley Federal Bldg.
6801 Telegraph Road
ATTN: AM
22310-3398

Mr. Bill Burke
AC 703/325-5021

Arlington

U.S. Army Military District of Washington (A)
Ft Myer Military Community
ATTN: ANMY-OCS
Building 205
Fort Myer
22211-1199

Ms. Alice Williams
AC 703/696-7125

Defense Supply Service - Washington (A)
Room 1D245, The Pentagon
20310-5210

Ms. Sheila Pannell *
AC 703/697-6024

Office of Naval Research (N)
Code OOSB
800 North Quincy Street
22217-5660

Ms. Paulette Widmann
AC 703/696-4605

Naval Air Systems Command (N)
Code 2.OC
1421 Jefferson Davis Highway
22243-5120

Ms. Barbara Powers
Ms. Barbara Williams
AC 703/604-2113
ext. 6401/6402

Naval Sea System Command (N)
Code SEA-02K
2531 Jefferson Davis Highway
22242-5160

Mr. S. Tatigian
Ms. Barbara King
AC 703/602-1964

Space & Naval Warfare Systems Command (N)
Code SPA-OOK
2451 Crystal Drive, Room 110
22245-5200

Ms. Gale Perkins
Ms. Nadine Moseley
AC 703/602-9837
AC 703/602-6092

Strategic Systems Programs (N)
Code SP-01G1
1931 Jefferson Davis Highway
22241-5362

Ms. Debra Jo Foster
AC 703/607-0217

Navy Aviation Depot Operations Center (N)
Naval Air Warfare Center
c/o Naval Air Systems Command, Code 2.OC
1421 Jefferson Davis Highway
22243-5120

Ms. Barbara Powers
Ms. Barbara Williams
AC 703/604-2113
ext. 6401 or 6402

Defense Advanced Research Projects (DoD)
Agency
3701 North Fairfax Drive
22203-1714

Dr. Bud Durand*
AC 703/696-2379

Ballistics Missile Defense Organization (DoD)
7100 Defense Pentagon
Washington, DC
20301-7100

Mr. LTC Arthur Gottlieb*
AC 703/413-0337
Ms. Jan Farrow
AC 703/604-4496

American Forces Information Service (DoD)
Defense Audiovisual Policy
1735 North Lynn Street, Room 208
22209-2086

Mr. W. E. McCloy
AC 703/696-5257

Defense Information Systems Agency (DoD)
701 South Courthouse Road
22204-2199

Mr. Mark Deem
AC 703/607-6433

DoD Dependent Schools (DoD)
4040 North Fairfax Drive
Room 3D819
22203-1635

Ms. Susan Bacon
AC 703/696-3845, ext. 145
Ms. Barbara LaFalce
AC 703/696-3846, ext. 113
Mr. Daniel Sonnino
AC 703/696-3846, ext 115

Pentagon Procurement and Contracts (N)
Office, DoD/OSD/WHS
Room 1D198, Pentagon
20301-1155

Mr. John DeCosta
AC 703/693-3750
ext. 13

Real Estate & Facilities Office, DoD/OSD/WHS
Acquisition Management & Oversight
1155 Defense Pentagon, Room 3C345
Washington, DC 20301-1155

Mr. Lawrence J. Rizzi
AC 703/693-3768

Charlottesville

The Judge Advocate General's School (A)
ATTN: JAGS-SSL
University of Virginia
22904-5065

Maj. Dewitt Henry*
AC 804/972-6330

Chesapeake

Naval Security Group Activity (N)
Code 30-P
1320 Northwest Blvd., Suite 100
23322-4094

Ms. Diane Broadway
AC 804/421-8277

Naval Security Group Activity (N)
OIC Facilities Support Contracts, Code 41
1320 Northwest Blvd., Suite 100
23323-4094

Ms. Diane Welch
Mr. William Blythe
AC 804/421-8279

Dahlgren

Naval Surface Warfare Center (N)
Dahlgren Division, Code C2K
17320 Dahlgren Rd.
22448-5100

Mr. James Howard*
Mr. G. R. Vaughan
AC 540/653-4806
AC 540/653-7478

Naval Surface Warfare Center (N)
OIC Naval Facilities Contracts
Bldg. 108, Code TK10
22448-5000

Mr. Robert Duncan
AC 540/653-8671

Fairfax, VA
HQ Defense Mapping Agency (DoD)
ATTN: PCL
8613 Lee Highway
22031-2137

Mrs. Irene V. Wilburn
AC 703/275-8469

Falls Church
HQ Military Traffic Management Command (A)
ATTN: MTAQ-P
5611 Columbia Pike
22041-5050

Ms. Jackie Woodson
AC 703/681-6640

National Guard Bureau (A)
ATTN: NGB-SADBU
5109 Leesburg Pike
Suite 401A, Skyline VI
22041-3201

Ms. Martha O'Neal, Acting
AC 703/681-0640

National Guard Bureau/Acquisition (A)
Contracting Division
ATTN: NGB-AQC
5109 Leesburg Pike, Suite 401B
22041-3201

Ms. Martha O'Neal
AC 703/681-0640

Fort Belvoir
Military District of Washington- (A)
USA Garrison
ATTN: ANFB-DC
9410 Jackson Loop, Suite 101
22060-5134

Ms. Libby Brown
AC 703/806-4468

HQ U.S. Army Intelligence and Security (A)
Command
ATTN: IAPARC
22060-5246

Ms. Jan Shadowens
AC 703/706-1355

Mobility Technical Center Belvoir (A)
ATTN: AMSTA-RBXU
22060-5843

Ms. Brenda Betz
AC 703/704-2218

Administrative Support Center (DLA)
Office of Contracting (DASC-CRP)
8725 John J. Kingman Rd., Ste. 0119
22060-6220

Mr. Robert H. Little
AC 703/767-1191

Defense Fuel Supply Center (DLA)
ATTN: DFSC-DSU
8725 John J. Kingman Rd, Ste. 4950
22060-6222

Ms. Kathy S. Arnold*
Mr. Fred Grant*
AC 703/767-9400
1-800/468-8893 (VA)
1-800/523-2601 (other)

Defense National Stockpile Center (DLA)
8725 John J. Kingman Road, Suite 3339
22060-6223

Mr. Cornel Holder
AC 703/767-5476

Defense Technical Information Center
ATTN: DTIC-B
8725 John J. Kingman Rd., Suite 0944
22060-6218

Mr. Richard Sparks
(SBIR) Program Coord.
AC 703/767-8226
1-800-DOD-SBIR

Fort Eustis

Aviation Applied Technology Directorate (A)
ATTN: AMSAT-R-TC
23604-6506

Mr. James Norwood
(HBCU) Program Manager
AC 703/767-8235
1-800-225-3842

Ms. Lauren Sebring
AC 804/878-4828

TRADOC Contracting Activity (A)
ATTN: ATCA, Building 2798
23604-5538

Ms. Curley Lunsford
AC 804/878-3055

Directorate of Peninsula Contracting (A)
ATTN: ATZF-DPC, Building 246
23604-5293

Mr. Paul Fisher*
AC 804/878-3704

Fort Lee

U. S. Army Combined Arms Support Command (A)
ATTN: ATZM-DC
1830 Quartermaster Road
23801-1606

Mr. Alan Swanson
AC 804/734-4608

HQ Defense Commissary Agency (DoD)
38th St. and E Ave.
ATTN: AM(D)
Building P-11200
23801-6300

Mr. Crosby Johnson*
AC 804/862-4472
Mr. John Carroll *
AC 804/734-8740

Defense Commissary Agency (DoD)
East Service Center
38th St. and E Ave.
Building P-11200
23801-6390

Mr. Larry Hahn
AC 804/734-3834/4638

Fort Monroe

U. S. Army Training & Doctrine Command (A)
ATTN: ATCS-B
Building 10, Room 109
23651-5000

Mr. Thomas Kobezak*
AC 757/727-3291

Hampton

HQ ACC/LGC (AF)
130 Douglas Street, Suite 109
Langley AFB
23665-2791

Ms. Becky M. Carpenter**
AC 804/764-5371

1 CONS/CC (ACC) (AF)
74 Nealy Avenue, Suite 213
Langley AFB
23665-2088

Mr. Donald H. Dumas
AC 804/764-3246

ACC Contracting Squadron/CCD (ACC) (AF)
227 Hunting Avenue, Suite 301
Langley AFB
23665-2771

Ms. Victoria Shackelford
AC 804/764-4504

Newport News

SUPSHIP, Conversion and Repair (N)
Code 421F, Bldg 2
4101 Washington Ave.
23607-2787

Ms. Alice W. Lockley
AC 804/688-4100

Norfolk

U.S. Army Engineer District, Norfolk (A)
ATTN: CENAO-DB
803 Front Street
23510-1096

Ms. Evelyn Rowland
AC 804/441-7744

Naval Facilities Engineering Command (N)
Atlantic Division, Code 09W
1510 Gilbert St., Rm. 275, Bldg. N26
23511-6287

Ms. Susan M. Kranes*
Ms. Violet L. Gormley
AC 804/322-8222
AC 804/322-8274

Fleet & Industrial Supply Center (N)
Small Business Office, Code 4
Bldg. W143
1968 Gilbert St., Rm. 600
23511-3392

Ms. Linda Owen*
AC 804/445-2525

Fleet Technical Support Center (N)
Atlantic, Code 240
9280 10th Ave.
23511-4396

Ms. Pearl A. Johnson
AC 804/485-6358

Naval Amphibious Base (N)
Little Creek Division
OIC Naval Facilities Contracts
1450 Seventh St.
23521-2443

Ms. Bonnie Tribble
Ms. Laurette Brunner
AC 804/464-7713

Naval Amphibious Base, Little Creek (N)
Supply Dept., Code N7A
23521-5140

Mr. Melvin J. Rayman
AC 804/464-7430

Navy Public Works Center (N)
OIC Facilities Support Contracts
Code 025
9742 Maryland Ave.
23511-3095

Ms. Barbara Taylor
AC 804/444-1744

Navy Public Works Center (N)
Little Creek Division
OIC Facilities Support Contracts
Code 026.1
1450 Gator Blvd., Suite 200
23512-2619

Ms. Darla Hook
AC 804/464-8771
ext. 305

Navy Public Works Center (N)
Acquisition Support Office
Code 40H
9742 Maryland Ave.
23511-3095

Ms. Priscilla Adkins
AC 804/444-6710

Navy Public Works Center (N)
Portsmouth Division
OIC Naval Facilities Contracts, Code 021
Norfolk Naval Shipyard, Bldg. 492
23709-5000

Ms. Dawn Cail
AC 804/396-2460
ext. 3039

Naval Station (N)
OIC of Construction , Code R5
Bldg. Z-140, Room 309
9324 Virginia Ave.
23511-2699

Ms. Georgia Owens
AC 804/322-4472

Naval Air Station (N)
Supply Department, Code 192A
Bldg. V53
23511-5298

Mr. Dale Staley
AC 804/444-2986

Naval Command, Control & Ocean (N)
Surveillance Center
NISE East Detachment Norfolk
P.O. Box 1376, Code 112B
23501-1376

Ms. Linda B. Barnes
AC 804/558-6631

Portsmouth
SUPSHIP, Conversion, and Repair (N)
Code 410T
P.O. Box 215
23705-0215

Ms. P. T. Tarr
Ms. P. Fields
AC 804/396-7768
ext. 456

Norfolk Naval Shipyard (N)
Code 510S
23709-5000

Ms. Shirley Bright
AC 804/396-8380

Portsmouth Naval Hospital (N)
OIC Naval Facilities Contracts
Bldg. 286, Code OO
23708-5310

Ms. Jean Maxwell
AC 804/398-7303
ext. 3348

Norfolk Naval Shipyard (N)
OIC Naval Facilities Contracts
Bldg. 491
23709-5000

Ms. Rosalind Rogers
AC 804/396-5121

Naval Medical Command (N)
Technical Review
Bldg. 250
23708-5100

Mr. Michael Gordono
AC 804/398-7259

Quantico
Marine Corps Combat Development Command (N)
Purchasing and Contracting Division
2010 Zeilin Rd., Code 215
22134-5098

Mr. Wanda Zeman
AC 703/784-3466

Marine Corps Systems Command (N)
Code CT
2033 Barnett Ave., Suite 315
22134-5010

Ms. Joan Affenit*
AC 703/784-5822
ext. 260

MWR Support Activity (N)
Headquarters, U.S. Marine Corps (MWX)
Head, Retail Operations
3044 Catlin Ave.
22134-5000

Mr. John L. Price
AC 703/640-3821

Marine Corps Combat Development (N)
OIC Naval Facilities Contracts, Code 20
P.O. Box 1855, Bldg. 2004
22134-0855

Ms. L. Jinks-Umstead
AC 703/784-2976
ext. 244

Radford

Radford Army Ammunition Plant, Active (A)
P. O. Box 1
24141-0298

Mr. Donald Evans
AC 703/245-7388

Richmond

Defense Supply Center Richmond (DLA)
8000 Jefferson Davis Highway
23297-5124

Mr. Howard D. Shotts*
Ms. Dorothy B. Bruce *
Ms. Bea Ravegum *
AC 804/279-3617
1-800-544-5634 (VA)
1-800-227-3603 (Other)

USPFO for Virginia (A)
600 East Broad Street
23219-1832

Col David Bishop
AC 804/775-9160

Virginia Beach

Naval Air Station Oceana (N)
Supply Dept., Code 194
Building 730
23460-5120

Ms. Emily Logan
AC 804/433-3371

Fleet Combat Training Center, Atlantic (N)
Dam Neck, Code N4213
1912 Regulus Ave.
23461-2098

LT Milton Frazier
AC 804/433-6790

Naval Air Station, Oceana (N)
OIC Naval Facilities Contracts
Bldg. 820
23460-5121

Ms. Karla McGrath
Ms. Donna Miller
AC 804/433-2661

Navy Exchange Service (N)
Contracts, Code 09C
3280 Virginia Beach Blvd.
23452

Mr. George Harris
AC 804/631-3579

Navy Public Works Center (N)
Virginia Beach Division
Facilities Support Contracts, Code 027.1
Naval Air Station Oceana, Bldg. 820
23460-5120

Ms. Tracy C. Bryan
AC 804/433-2267

Defense Commissary Agency (DoD)
Central Region
ATTN: 5151 Bonney Road, Suite 201
23462-4314

Ms. Patricia Garrett
AC 804/363-3513

Warrenton

U.S. Army Communications Electronics (A)
Activity
ATTN: ACVF-A-AA
Vint Hill Farms Station, P.O. Box 1648
22186-1648

Ms. Claudia Colvin*
AC 703/349-5465

Winchester

Transatlantic Program Center (A)
ATTN: CETAD-CT
P. O. Box 2250
22604-1450

Mr. William Brewer
AC 540/665-4075

Yorktown

Naval Weapons Station (N)
OIC Naval Facilities Contracts
P.O. Box 103
23691-0103

Ms. Kathy Martin
AC 804/887-4161

Navy Public Works Center
Yorktown Division
OIC Facilities Support Contracts
Code 028, P.O. Drawer 440
23691-0440

Ms. Pattie Anderson
AC 804/887-4221

WASHINGTON

Bellevue

DCMC Seattle (DLA)
3009 112th Ave., N.E.
Suite 200
Bellevue, WA
98004-8019

Mrs. Alice M. Toms*
Ms. Diane M. Reeder*
AC 206/889-7317/7318

Bremerton

Fleet & Industrial Supply Center (N)
Puget Sound
467 W Street, Code 04
98314-5104

Ms. Peggy Williams*
AC 360/476-2812

Naval Shipyard, Puget Sound (N)
OIC Naval Facilities Contracts,
1400 Farragut Ave.
98314-5001

Ms. Jan Everheart
AC 360/476-8192

Everett

Naval Station (N)
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2000 W. Marine View Dr., Rm. 225
98207-5001

Mr. John Gerber
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SUPSHIP, Conversion & Repair (N)
Code 450
2802 Wetmore Ave., Suite 500
98201-3518

Mr. Daniel T. Orcutt
AC 206/304-5918

Keyport

Naval Undersea Warfare Center (N)
Code 1142
610 Dowell St.
98345-0580

Ms. Nicky J. Champion
Ms. Etta Patch
AC 360/396-5679
AC 360/396-2566

Oak Harbor

Naval Air Station, Whidbey Island (N)
Purchasing Office, Code SUC-1
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98278-5200

Mr. Phil McGaar
AC 206/257-6091

Naval Air Station (N)
Whidbey Island
ROICC Naval Facilities Contracts
Bldg. 119, Code CTC-1
98278

Ms. Sandra Z. Wells
AC 360/257-6504

Poulsbo

Naval Facilities Engineering Command (N)
Northwest Division, Code 09J
19917 7th Ave., NE
98370-0038

Ms. Bill Clarno
Ms. Vonda Winter
AC 206/396-0038

Seattle

U.S. Army Engineer District (A)
P. O. Box 3755, ATTN: CENPS-CT
98124-2255

Ms. Susan Price
AC 206/764-6807

Spokane

92 Air Refueling Wing/LGC (ACC) (AF)
110 W Ent Street, Suite 203
Fairchild AFB
99011-9403

Mr. Theodore Sweet
AC 509/247-2161

Tacoma

I Corps & Fort Lewis (A)
ATTN: AFZH-DOC
98433-5000

Mr. James Edwards
AC 206/967-2151
ext. 200

Defense Commissary Agency
Northwest Pacific Region
Box 339542
Fort Lewis, WA
98433

Mr. Wesley Freeman
AC 206/967-4660

Madigan Army Medical Center/ (A)
NW Contracting Center
ATTN: MCAA-NW
9933 W. Johnson St., Building 9933A
98431-5021

Mrs. Betty Quintana
AC 206/698-4910

62nd Airlift Wing/LGC (AMC) (AF)
100 Main Street
McChord AFB
98438-1109

Mr. G. Douglas Whitlock
AC 206/984-3890

USPFO for Washington (A)
Camp Murray, Building 32
98430-5170

Col Curtis Pintler
AC 206/512-8292

Walla Walla

U.S. Army Engineer District (A)
201 N. 3rd Street, ATTN: CENPW-CT
99362-1876

Ms. Nancy Aeschliman
AC 509/522-6802

WEST VIRGINIA

Buckhannon

USPFO for West Virginia (A)
50 Armory Rd
26201-2396

Col Richard Dillon
AC 304/473-5200

Huntington

U.S. Army Engineer District, Huntington (A)
ATTN: CEORH-CT-C
502 8th Street
25701-2070

Ms. Sheila Lewis
AC 304/529-5623

WISCONSIN

Baraboo

Badger Army Ammunition Plant, Inactive (A)
2 Badger Road
53913-5000

Mr. Jack H. Coyle
AC 608/643-9237

Camp Douglas

USPFO for Wisconsin (A)
8 Madison Boulevard
54618-5002

Col Howard Miller
AC 608/427-3321

Fort McCoy

Directorate of Contracting (A)
ATTN: AFRC-FM-DC
54656-5000

Mr. Gary Freidl*
AC 608/388-3818

Milwaukee

440 AW/LGC (AFRES) (AF)
300 E. College Drive
General Mitchell IAP-ARS
53207-6299

Ms. Elaine Westervelt
AC 414/482-5264

DCMC Chicago-Milwaukee (DLA)
310 W. Wisconsin Ave., Suite 340
53203-2282

Vacant
AC 414/297-4328

Sturgeon Bay

SUPSHIP, Conversion, and Repair (N)
Code 400
55 South 3rd Avenue
54235-2339

Mr. R. J. Simon
AC 414/743-4453

WYOMING

Cheyenne

90 CONS/LGC (AFSPC) (AF)
7505 Marne Loop
Francis E. Warren AFB
82005-2860

Ms. Sandy Garland
AC 307/775-2947

USPFO for Wyoming (A)
5500 Bishop Blvd.
82009-3320

Col Richard D. Sherman
AC 307/772-5255

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Small Business Administration
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60 Park Place - 4th Floor
Newark, NJ 07102
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Denver, CO 80202
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Colorado, Montana,
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Guam, Hawaii, Nevada

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Seattle, WA 98121
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Alaska, Idaho, Oregon,
Washington

**GENERAL SERVICES ADMINISTRATION
REGIONAL OFFICE DIRECTORY**

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*District of Columbia,
nearby Maryland and
Virginia

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General Services Administration
Business Services, Room
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Northeast and Caribbean

General Services Administration
Program Support Division
Business Services, Room 18-130
26 Federal Plaza
New York, NY 10278
Telephone: (212) 264-1234

New Jersey, New York,
Puerto Rico,
Virgin Island

Region III

Mid-Atlantic

General Services Administration
Program Services Division
The Wanamaker Building
100 Penn Square East, Room 808
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Virginia

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Southeast Sunbelt

General Services Administration
Office of Enterprise Development
401 West Peachtree Street, Room 2832
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Alabama, Florida,
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South Carolina,
Tennessee

Region V

Great Lakes

General Services Administration
Business Service Center
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Michigan, Minnesota,
Ohio, Wisconsin

Region VI

The Heartland

General Services Administration
Office of Enterprise Development
1500 East Bannister Road, Room 1160
Kansas City, MO 64131
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Iowa, Kansas,
Missouri, Nebraska

Region VII

Greater Southwest

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Rocky Mountain

General Services Administration
Business Service Center
Denver Federal Center, Building 41
P.O. Box 25006, Room 145
Denver, CO 80225
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Colorado, Montana,
North Dakota,
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Wyoming

Region IX

Pacific Rim

General Services Administration
Office of Enterprise Development
450 Golden Gate Avenue,
5th Floor, Room 0405
San Francisco, CA 94102
Telephone: (415) 522-2700

Arizona, Arizona,
Hawaii, Nevada

Satellite Office
300 N. Los Angeles Street
Room 3259
Los Angeles, CA 90012
Telephone: (213) 894-3210

Region X

Northwest/Arctic

General Services Administration
Office of Enterprise Development
400 15th Street, SW
Auburn, WA 98001
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*Consists of District of Columbia, the counties of Montgomery and Prince George's of Mary; and the city of Alexandria and the counties of Arlington, Fairfax, Loudon, and Prince William of Virginia.

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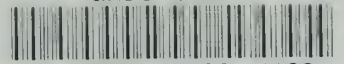
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